MOSHER
Shorthand.

Fred Bond
1400 Cong. Ave
Austin
44

THE LIBRARY
OF
THE UNIVERSITY
OF CALIFORNIA
LOS ANGELES

Fred Bond
100 West 13th
Ada

P P P

Fred Bond
1400 Congress

B. O. PIPER
LAWYER
DALLAS, TEXAS

1500

2

B. O. BAKER
LAWYER
DALLAS, TEXAS

Fred Boyd

~~1462~~

~~100~~ ~~Congress ave~~

West

13 st

Austin

1400 congress

If my girls name you want to see look on page 33

MOSHER SHORTHAND

Fred Bough

A COMPLETE GUIDE TO AMANUENSIS WORK AND VERBATIM REPORTING

BY

F. WILLIS MOSHER

AUTHOR OF

THE MOSHER TOUCH TYPEWRITING CHARTS AND THE COMPLETE TYPEWRITER INSTRUCTOR

SECOND EDITION

PRICE $1.50

PUBLISHED BY

ROHRBOUGH BROTHERS

OMAHA, NEB.

1903

UNIV. OF CALIFORNIA

AT LOS ANGELES

COPYRIGHT 1903, BY F. WILLIS MOSHER

MERCURY PRINTING CO.
OMAHA

Z56
M85s
1903

CONTENTS.

PAGE

Preface - - - - - - - VI
Introductory - - - - - - - IX
Shorthand Penmanship - - - - XIV

FIRST LESSON.

Consonants - - - - - - - 1
Vowels - - - - - - - - 1
Rules for Writing Vowels - - - - 2
Method of Study - - - - - - 3

SECOND LESSON.

The Vowel E - - - - - - - 6
SH and CH - - - - - - - 6
S - - - - - - - - 7
Z - - - - - - - - 7
Rules for the Use of S - - - - 7

THIRD LESSON.

The Vowel I - - - - - - - 10
St - - - - - - - - 10

FOURTH LESSON.

The O-Hook - - - - - - - 13
Rules for the O-Hook - - - - 13
Str - - - - - - - - 14

448300

LIBRARY SETS
JAN 5 '43
TUTTLE

FIFTH LESSON.

PAGE

The U-Hook - - - - - - 17
Rule for the U-Hook - - - - - 17
The T-Hook - - - - - - 18
The D-Hook - - - - - - 18
Rules for the T and D Hooks - - - 19

SIXTH LESSON.

Word-Signs - - - - - - 22
Phrasing - - - - - - 22

SEVENTH LESSON.

The Diphthong OI - - - - - 25
The Diphthong EW - - - - - 25
The Diphthong OW - - - - - 25
Blended Consonants - - - - - 26
Lengthening Principle - - - - - 27

EIGHTH LESSON.

Tick for A, AN or AND - - - - 29
OF and OF THE - - - - - 30
X - - - - - - - 30

NINTH LESSON.

W and Y - - - - - - 33
YA and YE - - - - - - 34

TENTH LESSON.

NG - - - - - - - 36
NGK - - - - - - - 36
Tr - - - - - - - 37
Dr - - - - - - - 37

ELEVENTH LESSON.

PAGE
Suggestions - - - - - - 39
Suggestions on Phrasing - - - - 40
Letters with Key - - - - - 42

TWELFTH LESSON.

Reversing Circle Vowels to add R and L - - 45
Addition of S to a Reverse Circle - - 47
Addition of LY - - - - - 48
The O-Hook Repeated - - - - - 48

THIRTEENTH LESSON.

Reversing Principle (Continued) - - - 49

FOURTEENTH LESSON.

Nd and Nt Indicated - - - - - 53

FIFTEENTH LESSON.

Thr - - - - - - - 57

SIXTEENTH LESSON.

Mp and Mb - - - - - - 62

SEVENTEENTH LESSON.

Omission of Words - - - - - 66
Figures - - - - - - - 67

EIGHTEENTH LESSON.

The Gr-Hook - - - - - - 70

NINETEENTH LESSON.

The Kl-Hook - - - - - - 74

TWENTIETH LESSON.

PAGE

Omission of Letters - - - - - 78
Joining Vowels - - - - - - 79
The ATIC-Hook - - - - - 80

TWENTY-FIRST LESSON.

Joined Prefixes - - - - - - 82

TWENTY-SECOND LESSON.

Disjoined Prefixes - - - - - 89

TWENTY-THIRD LESSON.

Joined Affixes - - - - - - 97

TWENTY-FOURTH LESSON.

Disjoined Affixes - - - - - 103

Complete List of Word-Signs - - - - 113
Complete List of Phrases - - - - 131
Exercises Illustrating Phrases - - 134, 138 140
Letters - - - - - - 142
Testimony - - - - - - 158
Charge to Jury - - - - - 172
Writing Exercise, "Life is a Battle." - 177
"From Webster's Reply to Hayne." - - 180
Writing Exercise, "Little Hindrances to Success." - 185
"Bryan's Speech at Chicago, July 18, 1903." - 187
"From the Argument of Daniel Webster on the Trial of John Francis Knapp." - - - 198
"Is there Iron in Your Blood?" - - - 202
Cities and Countries - - - - - 204
Days and Months - - - - - 205
States and Territories - - - - - 205

PREFACE.

"Improvement the order of the age," is as true as it is familiar. Perfection, if ever attained, is the result of serious inquiry, careful experiment, and gradual change. The mechanic, who is able to discover and then remedy the defect of a given piece of machinery, oftentimes displays as much inventive genius as the man who first contrived the imperfect model. This is exemplified in every department of human activity, but in none, perhaps, more than in the realm of shorthand. It is safe to say that every author of shorthand, since the time of the early pioneers, deserves greater credit for adaptation, and arrangement of certain well known characters, or outlines, than he does for the creation or invention of anything actually new; for we have yet to find any modern system, the symbols or characters of which, do not have a close resemblance to the characters found in the primitive systems. If this be true, the modern shorthand author has but little right to base his claim for credit upon anything more than the arrangement, adaptation, and application of signs and symbols already existing.

In the preparation of this text upon light-line shorthand, the author lays no claim to having originated an entirely new system, but he does claim to have prescribed certain remedies for the numerous defects known to be inherent in the Gregg system, as presented by the author's

latest text book. The improvements consist chiefly of the adaptation and use of certain expedients, which will add very materially to the legibility and speed, and most of all, give it a standing among the reporting systems. He has earnestly sought to do for the Gregg system, what Andrew J. Graham did for the Pitman, and in the completion of his work, has a right to indulge the hope, that the result of his endeavor may be carefully judged by impartial and unprejudiced teachers and students of shorthand.

F. WILLIS MOSHER.

Omaha, Nebraska, October, 1903.

INTRODUCTORY.

Recent years have shown marked activity and progress in shorthand. The most noteworthy event is the disposition and desire to break away from the old systems. There seems to be a well grounded conviction that a system of shorthand, the alphabet of which is encumbered with many shades and slants, is too antiquated for modern exigencies. A system of shorthand so complicated as to make it extremely difficult to master, no longer attracts those who believe that something more simple and vastly superior may be substituted for it.

If the old Pitmanic systems could have been in some way simplified, which seems to have been impossible, it is safe to say that many of the so-called modern systems would never have appeared. Because of this, they are no longer taught in many of our leading schools and colleges, but have been replaced by other systems, some good, some bad, some wholly bad, while none are perfect. The demand for something more modern was so great that almost any new system, however crude and imperfect, received a respectful hearing. At this opportune time, the Gregg system was presented as a panacea for all the ills complained of, and while the author of it believed it to be equal to every emergency, those who were desiring a substitute for the Pitmanic systems were disposed to be charitable. A few leading schools adopted it, and from that time on it rapidly grew in popularity and use. It was soon put to a severe test, but when severely tried was found wanting, because it was yet crude and undeveloped. Instead of assuming a recognized place among the reporting systems, it was a sore disappointment to many who had adopted it.

It had many things to commend it, but its long outlines and its lack of legibility and speed, were discouraging features. The only solution of the increasing difficulty seemed to be to either strengthen its weak places by making needed changes, or abandon it altogether. The author of the Gregg system was made aware of the discontent which so generally prevailed, and endeavored, to the best of his ability, to provide relief. His recent revised edition is presumed to contain all the needed changes, but it will require only a casual examination upon the part of anyone conversant with the different systems of shorthand, to see that many improvements are yet needed to make Gregg shorthand a really desirable and efficient system.

We give below some of the advantages which the Mosher system, as presented in this text, has over the Gregg system:

1. In the Mosher system, *tr* is represented by one stroke, in the Gregg by two strokes.

2. In the Mosher system, *dr* is represented by one stroke, in the Gregg by two strokes.

3. In the Mosher system, *st* is represented by one stroke, in the Gregg by two strokes.

4. In the Mosher system, *str* is represented by one stroke, in the Gregg by three strokes.

5. In the Mosher system, *mp* is represented by one stroke, in the Gregg by two strokes.

6. In the Mosher system, *mb* is represented by one stroke, in the Gregg by two strokes.

7. In the Mosher system, *thr* is represented by one stroke, in the Gregg by two strokes.

8. By the lengthening principle given in the Mosher system, from two to three strokes are gained over the Gregg system.

9. The *t-hook* in the Mosher system saves one stroke over the Gregg.

10. The *d-hook* in the Mosher system saves one stroke over the Gregg.

11. The *nt-loop* in the Mosher system saves one stroke over the Gregg.

12. The indication of *con*, saves one stroke over the Gregg.

13. The *tick* of the Mosher system, for *a, an,* and *and,* has a great advantage over the Gregg stroke and dots.

14. The *gr-hook* of the Mosher system saves two strokes over the Gregg.

15. The *kl-hook* of the Mosher system saves two strokes over the Gregg.

16. The indication of *L* in the Mosher system saves one stroke over the Gregg.

17. The Mosher system discriminates between conflicting words, thus securing absolute legibility, whereas in the Gregg, such words as: *in* and *not, you* and *your, by* and *behind, live* and *leave,* and *fall* and *follow,* there is absolutely no distinction, making it impossible to write and correctly read such matter as will be found on pages 166, 167 and 169 of this book.

By the application of these and other "short cuts," found in this text, speed is increased from thirty to fifty per cent, and at the same time, on account of the individuality of outlines secured, the legibility is also greatly increased.

Where consonant sounds or letters are limited to *one* way of representation, regardless of the connection in which they are used, as found in the Gregg system, there must be but little individuality of words. While there may necessarily be a little difference in the outlines, still this difference is so slight that individuality is at once

lost, especially in those words composed of the same, or similar consonant sounds. Without this individuality, one must depend entirely upon context, and this is often misleading.

Perhaps the best way to illustrate this lack of individuality will be to refer to the Gregg notes which appeared in the November and December (1902) numbers of the *Phonographic World.* In these two numbers we find the words stairs, stars, still, and shutters, written as follows:

stairs, stars, still, shutters

Compare them with the Mosher outlines in the same issues of the *World,* written as follows:

stairs, stars, still, shutters

It will at once be seen that the Gregg outlines are almost identically the same, especially if written with any degree of speed. The individuality of the Mosher outlines makes confusion impossible. These comparisons are not limited to those above, but could be extended indefinitely.

In the preparation of this text, the author has retained all the good features found in the Gregg system, and discarded those which are bad; for instance, the dropping of terminations, conflicting words, long outlines, etc. It will also be noticed that this text contains a full list of practical word-signs, the advantage of which will be readily admitted. Some authors, and a few teachers, labor under the delusion that the fewer word-signs a text contains, the better it is. When looking at a text-book, the author of which prides himself on the small number of

word-signs, a reporter of years' experience aptly remarked: "It seems to be a boy's vocabulary with which to do a man's work." The author of this text has endeavored to furnish a man's vocabulary, with which to do a man's work. The word-signs, phrases, and also the writing and reading exercises herein given, have been made so extensive, that a student completing this text-book in a thorough manner will have a good reporting vocabulary at his command.

No effort has been made to make this system resemble longhand. Longhand is not adapted to rapid writing. When great effort is made to write long hand with high speed, legibility is generally destroyed. In the place of trying to make this system resemble longhand, the author has endeavored to furnish a light-line, non-position system, which can be adapted to verbatim reporting. As an evidence of how well he has succeeded, it might be well to state that, while the system is little more than a year old, it is now being used for court reporting, as well as for the highest grade of amanuensis work.

The author of this text deems it a privilege, as well as a right, to make any suggestions or improvements which materially strengthen the Gregg system. In doing this, he desires to reiterate his oft-repeated declaration, namely: "That the Gregg system is based upon correct principles, and when properly developed will meet every exigency made upon any system, by both amanuensis and reporter."

Shorthand Penmanship.

Shorthand Penmanship has come to be regarded as an essential part of a course in Shorthand. This being true it is not out of place to offer a few suggestions which, if carefully followed, will enable the learner of Shorthand to write it legibly and rapidly. Special attention is called to the movement herein recommended as being, in the opinion of the author, the only one which is destined to produce satisfactory results. By carefully following the suggestions herein given the student will soon acquire a mastery over all the outlines to be used in Mosher Shorthand.

Materials. No learner can afford to retard his progress by using poor materials. The best paper, pens, and ink should be secured.

Paper. A note book should be selected which contains a grade of paper adapted to the use of pen and ink.

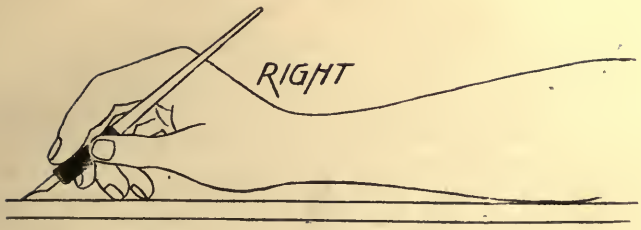
Ink. A good quality of black ink should be used. Ink should be selected which flows freely.

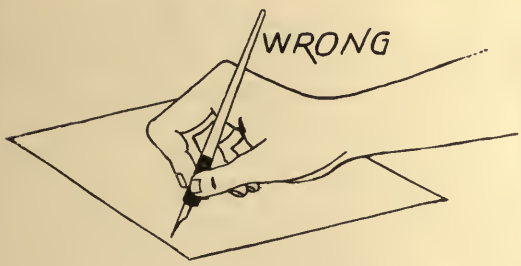
Pens. A steel pen is preferable to either a fountain pen or an ordinary gold pen. The Spencerian Counting House pen is excellent for shorthand purposes.

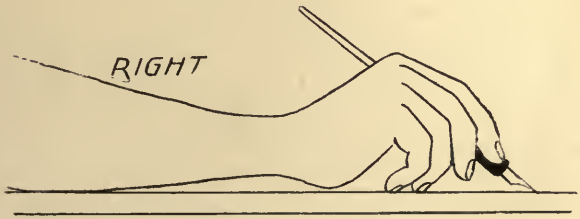
Pen-Holders. A pen-holder of medium size with cork or rubber tip should be used. Metallic or other highly polished holders are not suitable.

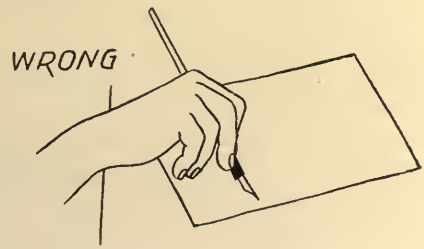
Pencils. When a pencil is used, the student should supply himself with three or four of medium hardness, which have been well sharpened.

Pen Holding. No one can hope to attain a high speed when he holds the pen with the hand in a cramped position. The accompanying cuts illustrate the best method


RIGHT


WRONG


RIGHT


WRONG

of holding the pen, and also the position of the arm and hand. The elbow should extend a little over the edge of the desk; the wrist should be slightly arched. Study the cuts carefully, and then endeavor to hold your pen as shown in the illustrations.

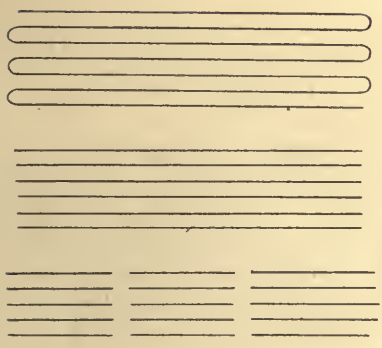
MOVEMENTS. Two movements are used. First, a sliding movement; that is, the hand slides from left to right. Second, finger movement, which is the action of the thumb with the first and second fingers.

K, G, R, L, N, and M should be made exclusively with the sliding movement. In forming the slanting characters, and the hooks, circles and loops, the thumb and fingers should be used in connection with the sliding movement. Just enough pressure should be made with the thumb against the pen to hold it in place. The muscles of the thumb and fingers should be so relaxed that they may be brought into action instantaneously to supplement the sliding movement.

What penmen call "muscular movement," that is, allowing the arm to roll on the muscles of the forearm, should be strenuously avoided, as this movement is not adapted to shorthand writing. Those who adopt it never acquire high speed, neither do they become accurate writers.

In writing shorthand, as the point of the pen moves from left to right the hand should slide an equal distance. The movement of the pen and the sliding of the hand on the tips of the third and fourth fingers should be simultaneous. Do not make a horizontal character with the fingers and then hitch the hand along. Where a stenographer writes that way he uses two movements where one would suffice. The result is it requires double the physical exertion that is used when the hand and pen move simultaneously.

An effort should be made to keep the hand continuously moving from left to right, keeping the point of the pen



close to the paper and moving with a steady, uniform action.

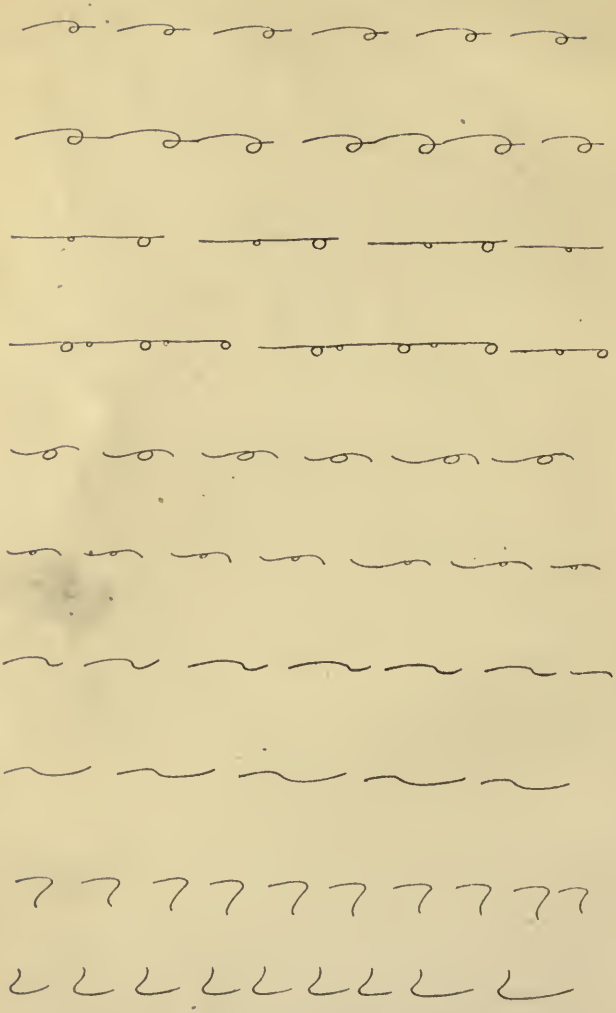
In practicing the movement exercises, do not make them with a quick dash, but let the hand move slowly and continuously. When making the horizontal lines, the hand should slide from left to right with the same action and at

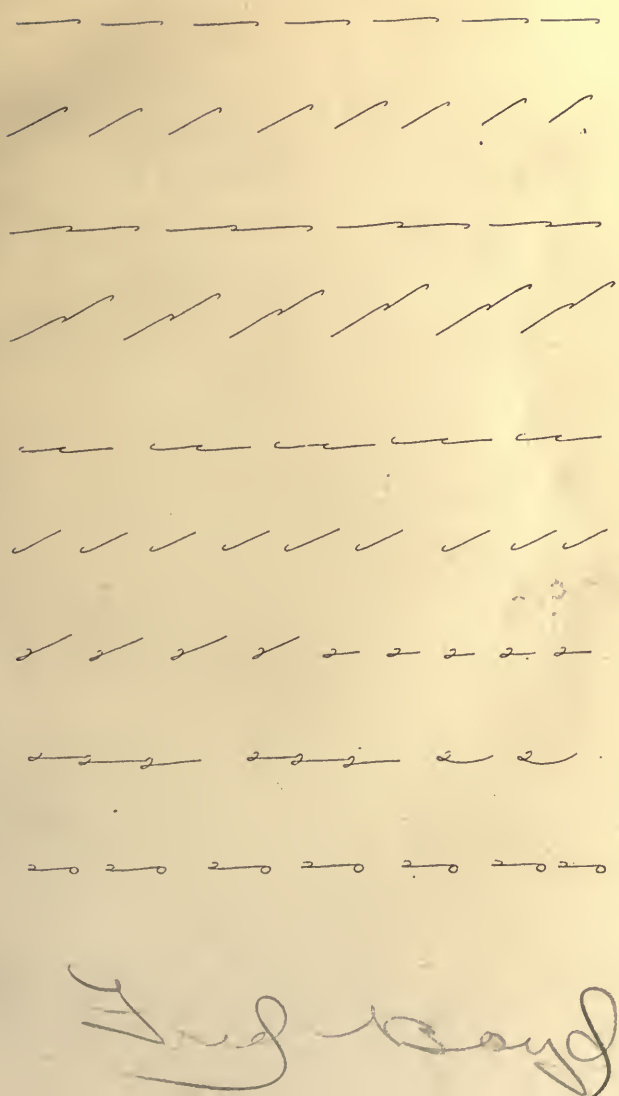
the same speed it does when writing shorthand, and when writing shorthand the hand should move from left to right with the same action it does when making the horizontal lines. When a stenographer's hand has been properly trained, he will, when taking rapid dictation, move the hand so steadily and continuously, that a person standing a few feet away would be unable to tell by the movement

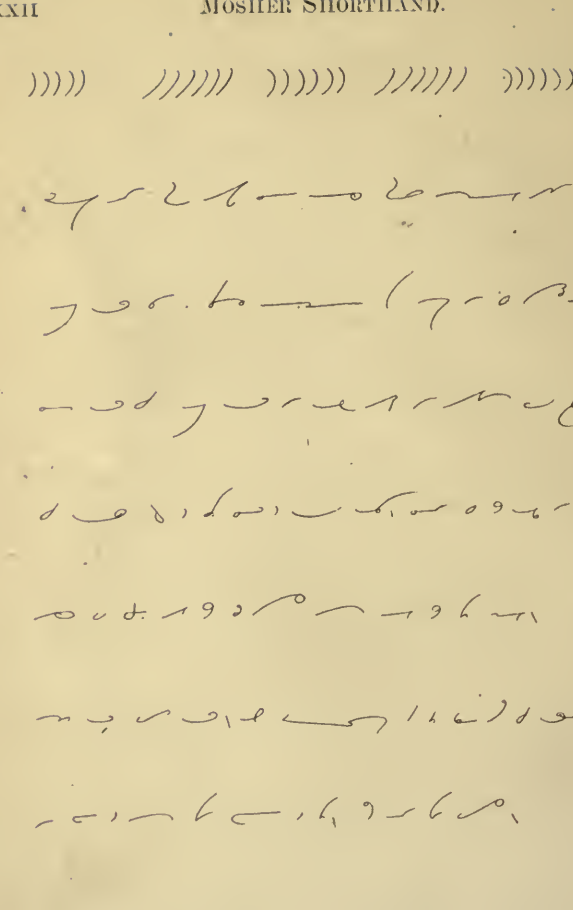
of the hand, whether he were writing shorthand or making horizontal lines.

TURNING LEAVES. As soon as the first four or five lines of a page have been written, the leaf should be slipped up slightly with the left hand, as shown in the accompanying cut. The thumb is kept under the leaf while the fingers are used to hold the lower part of it down smoothly. As the writer's hand passes from the end of one line to the beginning of the next, the left hand should slip the paper.

There are two advantages to be gained by manipulating the leaves in this way. First, it enables the writer when he gets to the end of the page, to turn to the next page without the loss of time. Second, it affords a good place for the hand to slip along when the writer has nearly reached the bottom of the page. Good notes cannot be made when the fingers have to slide on a desk or table.







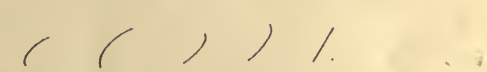
The shorthand in this book was photo-engraved from original notes written by the author.

LESSON I.

1. N M R L K G*

The above characters are made from left to right.

2. P B F V J



P, B, F, V, J, are made with downward strokes.

3. H T D TH TH

T, D, TH, are made with upward strokes.

VOWELS.

4. In shorthand, vowels are represented by hooks and circles.

A is represented by a large circle. A dash may be placed

NOTE.—In shorthand, we spell phonetically; that is, all silent letters are omitted.

* G represents the hard sound of G, and is therefore called Gay.

under it to indicate the long sound, a breve to indicate the short sound, and a dot the medium sound.

 as in *mail.*

 as in *mat.*

 as in *mar.*

RULES FOR WRITING VOWELS.

5. RULE I. *When a circle vowel begins or ends a word, it is written on the lower side of straight characters, and on the inside of curves.*

may hame ate day pay ape ray ache

RULE II. *A vowel occurring between two straight characters which join without an angle, is written in accordance with the movement of the hands of a clock.*

date name man main

RULE III. *A vowel occurring between two straight characters joined with an angle, is written on the outside of the angle.*

dame mat Dan gnat

RULE IV. *A vowel occurring between two curved characters which extend in the same direction, is written inside the second curve.*

lake gale rare cake rake

RULE V. *A vowel occurring between a straight and a curved character, is written on the inside of the curve.*

mail dale lame cane fame

EXCEPTION TO RULE V. *When P or B is followed by a circle vowel and N, M, T, or D, the vowel is written on the outside of the curve.*

pain bane bait pate palm

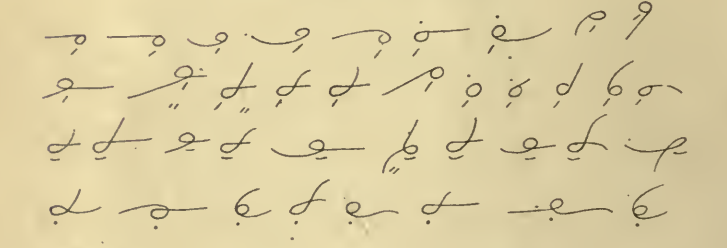
METHOD OF STUDY.

6. In preparing the lessons in this book, each exercise should be studied until it can be read without reference to the key. It should then be written and compared with the engraved copy.

In making this comparison, be careful to make the characters the proper length, and the vowels the proper size.

After the preceding instructions have been complied with, read the exercise which has no key, then transcribe it into longhand, then the longhand into shorthand, and compare notes with the engraving.

7. EXERCISE WITH KEY.

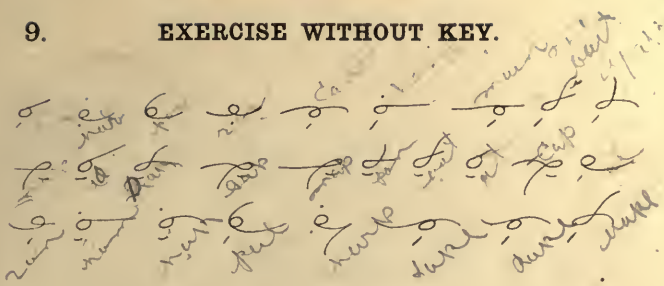


8. KEY.

1. Neigh, may, ray, lay, gay, hame, hail, ape, age.
2. Tame, Dane, Jane, pain, feign, day, hay, hate, Jay, bay, ache.
3. Fan, jam, tan, pan, lamb, Jap, van, ran, back, lap.
4. Far, calm, par, bath, ark, palm, mark, bar.

NOTE.—Words which are to be capitalized when transcribing are indicated by placing under them two short ticks.

9. EXERCISE WITHOUT KEY.



QUESTIONS.

Name the characters made from left to right.

Name those made with downward strokes.

Name those made with upward strokes.

How is H indicated?

How are vowels represented in shorthand?

How is A represented?

How are the various sounds indicated?

When a circle vowel begins a word or ends a word, how is it written?

How are circle vowels written to straight characters which are joined without angles?

How is a vowel written which occurs between two straight characters joined with an angle?

How is a circle vowel written between two curved characters extending in the same direction?

When a vowel occurs between a straight and a curved character, how is it generally written?

What exception is there to this?

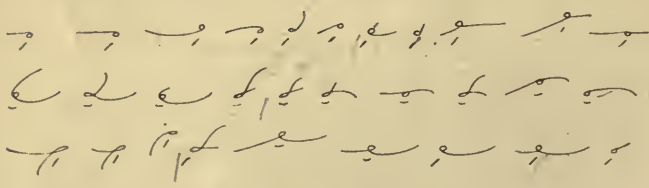
LESSON II.

10. E E SH CH S S Z Z

11. The vowel E is represented by a small circle. A dash may be placed under it to indicate the long sound, and a breve to indicate the short sound.

12. SH and CH are made with downward strokes. They are made on the same slant as J, but are much shorter, SH being a mere tick. They should be written more nearly vertical than T and D.

13. **READING EXERCISE.**



14. **KEY.**

1. Knee, me, lee, key, fee, tea, here, she, team, dean, mean.
2. Bell, fell, sell, bet, pet, check, neck, peck, deck, egg.
3. Leap, reap, heap, bean, dell, knell, eel, reel, eat.

S.

15. S somewhat resembles TH, but is easily distinguished from it as it is more nearly vertical, and is made with a downward stroke, while TH is invariably written with an upward stroke.

16. S may be written with either a right or left curve. The form made with a right curve is used more frequently than the other, and is therefore called the "standard" S. The form made with a left curve is made with the reverse movement of the hand, and is therefore called the "reverse" S.

Z.

17. In nearly all cases Z may be represented by the same character that is used for S, but where desirable Z may be distinguished from S by making the Z a little longer. When Z begins a word it is generally safer to make this distinction, but when it occurs in the middle or at the end of a word it is seldom necessary to do so.

RULES FOR THE USE OF S.

18. RULE I. *When S is the only consonant in the word the standard S should be used.*

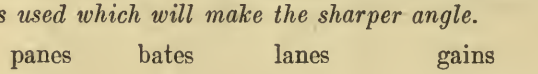
say	as	see	essay

RULE II. *When S is joined to curves, that form is used which corresponds in curvature with the consonant to which it is attached.*

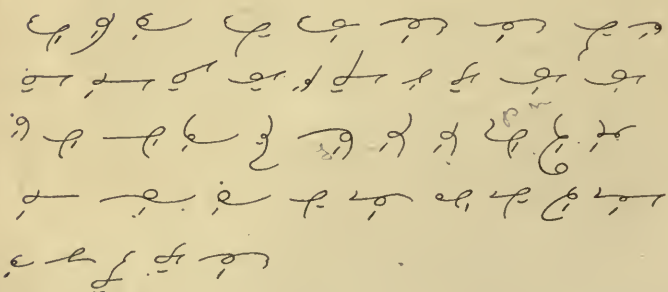
slay spear save bakes case

RULE III. *When S is joined to straight characters, that form is used which will make the sharper angle.*

panes bates lanes gains



19. READING EXERCISE.



20. KEY.

1. Sleep, save, sale, slap, slain, cakes, rakes, raps, keys.

2. Hams, seems, adz, rats, cheese, jams, tease, pets, lanes, rains.

3. Haze, raise, maze, zeal, zephyr, gaze, phase, chaise, phrase, zebra, zenith.

4. Same, gale, hail, rap, snake, erase, snap, saber, schemes.

5. Sear, task, span, pans, cakes.

21. WRITING EXERCISE.

Maps, snaps, snakes, save, seize, span, rap, say, fasten.

Bates, seems, seal, bakes, slain, bales, rails.

Mask, tasks, leans, bask, pass, mass, slacks, sneak, slash, sheep.

QUESTIONS.

How is the short sound of E represented?

How is SH represented?

In what direction is it made?

In what direction is CH made?

Which is the longer?

How is S distinguished from TH?

What is the form called which is made with a right curve?

What is the form called which is made with a left curve?

How is Z generally represented?

How may Z be distinguished from S?

When is it desirable to make this distinction?

When S is the only consonant in a word, which form is used?

When S is joined to curves which form is used?

Which form is used when joined to straight characters?

LESSON III.

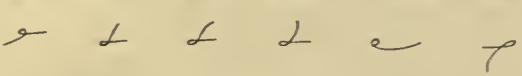
22. I I St St

The diphthong I is represented by a large circle which is slightly indented so as to distinguish it from A. This indentation should be very slight, and in many cases it may be omitted altogether, as there is very little danger of its conflicting with A.

my rye night pie higher

23. The short sound of I, as in *mill,* is represented by a small circle. A dot may be placed under it to distinguish it from E.

tin chin pin fin hill nip

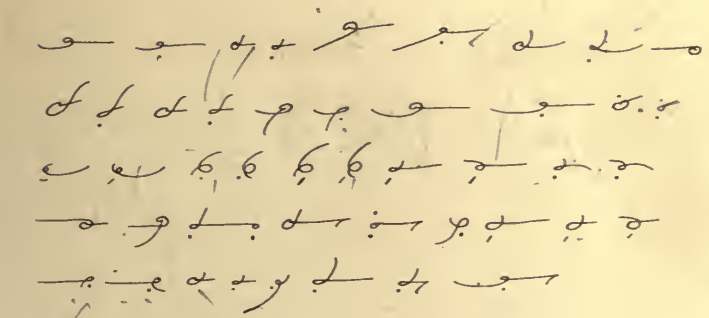


St.

24. S is traced with a backward slant to add T or D. St, like S, may be traced with either a right or left curve.

Like the S, the one traced to the right is called the "standard," and the one traced to the left, the "reverse."

25. READING EXERCISE.



26. KEY.

1. Rhyme, rim, shine, shin, dime, dim, file, fill, my.

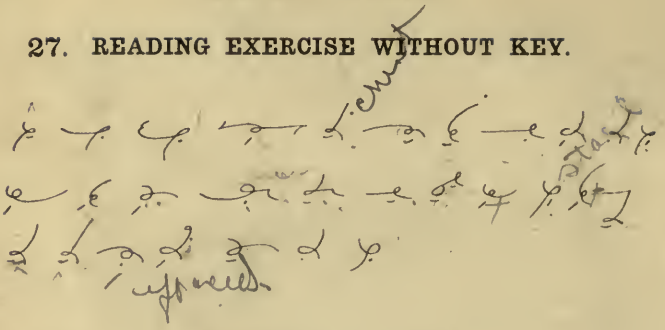
2. Bite, bit, pine, pin, ripe, rip, lime, limb, height, hit,

3. Sell, steel, pass, past, base, baste, seam, steam, sick, stick.

4. Mine, knife, chimney, chimes, hymns, staff, same, sane, stain.

5. Miss, mist, sign, sin, sieve, vim, fins, limbs.

27. READING EXERCISE WITHOUT KEY.



28. WRITING EXERCISE.

Tests, stitch, vast, face, least, stab, stake, stack, stick, stems, signs, stiff, sip, hash, rasp, lean, pest, paste, seems.

QUESTIONS.

How is the diphthong I represented?
How do you represent the short sound of I?
What is the difference between S and St?
How do you determine which form to use?
In what direction is St traced?

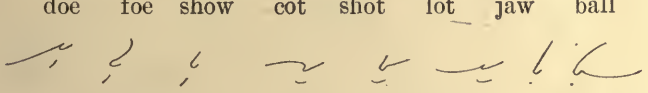
LESSON IV.

29. O O O Str Str

In shorthand, O is represented by a character which resembles the lower half of a longhand O. It is called the O-hook.

The long sound of O may be indicated by placing a dash under it, and the short sound by placing a breve. A dot placed under the O-hook represents the broad sound of A.

doe foe show cot shot lot jaw ball



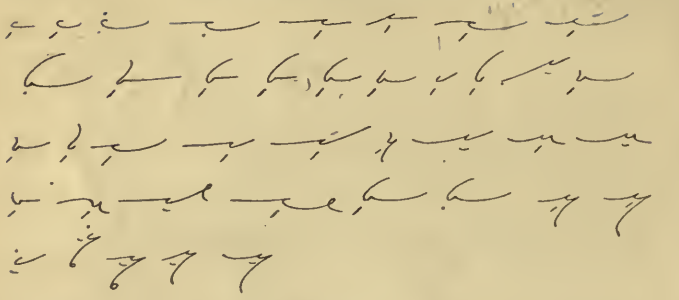
30. Rule I. *When the O-hook precedes N, M, R or L, the hook should be written on the upper side without an angle.* (See line 1 below.)

Rule II. *When the O-hook is preceded by a downward stroke it is written in its natural form.* (See line 2 below.)

Rule III. *When S precedes O, the standard S should be used.*

Rule IV. *When St precedes O, the reverse St should be used.*

31. READING EXERCISE.



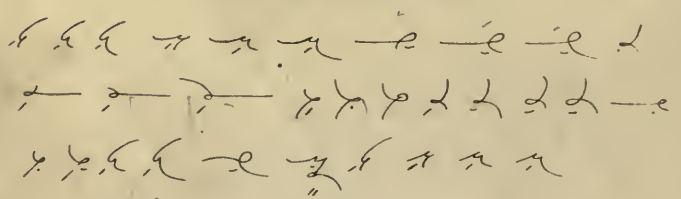
32. KEY.

1. Own, oar, hall, maul, moan, tone, coal, roll.
2. Ball, foam, pone, bone, pour, shore, oat, bow, dot, sole.
3. Sore, foe, knoll, mote, mode, soap, lot, roast, lost.
4. Stone, coast, modest, molest, pole, Paul, rope, robe.
5. Hot, hobby, nobby, top, rob.

Str.

33. Either form of St may be lengthened to add R.

READING EXERCISE.



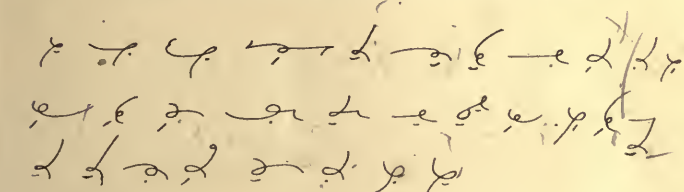
34. KEY.

1. Pose, post, poster, rows, roast, roaster, mass, mast, master, fist.

2. Seam, steam, stream, steep, strip, stripe, feast, fester, fast, faster, mist.

3. Stitch, stretch, boast, boaster, castor, Rochester, bows, toes, toast, toaster.

35. READING EXERCISE WITHOUT KEY.



36. WRITING EXERCISE.

Steer, stitch, lobster, loan, steep, stab, cast, invest, investor, infest, fester, sole, roll, mob, braced, list, lister, strike, stroll, core, knoll, stick, roast, jest, rest, nest, test, sinister, modes, toll.

QUESTIONS.

How is O represented in shorthand?

What is this character called?

How are the long and short sounds of O marked?

What sound is represented by placing a dot under the O-hook?

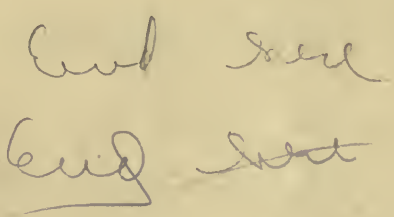
On what characters is the O-hook placed on the upper side without an angle?

How is the O-hook written when preceded by a downward stroke?

What form of S should be used when it precedes the O-hook?

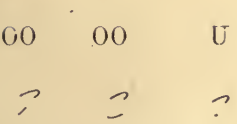
When St precedes the O-hook, what form should be used?

How may R be added to St?



LESSON V.

37. OO OO U



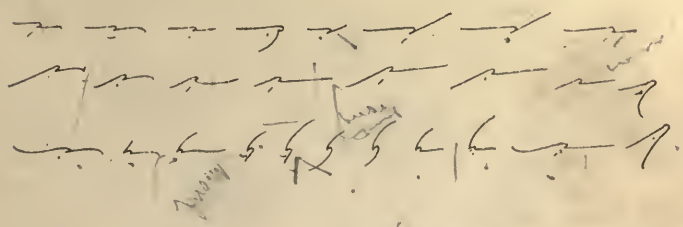
The OO vowel is represented by the upper half of the longhand O. It is called the U-hook.

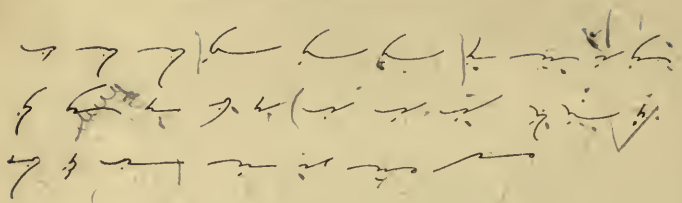
A dash may be placed under the U-hook to represent the long sound of OO, a breve to represent the short sound of OO, and a dot to represent the short sound of U.

as in *cool.*
as in *look.*
as in *luck.*

38. RULE I. *When the U-hook follows N or M, it should be written on the under side without an angle.* (See line 1 below.)

39. **READING EXERCISE.**





40. KEY.

1. Noon, nook, none, muff, nut, mood, mud, moon.

2. Duck, tuck, tool, tomb, doom, dumb, ton, tub.

3. Luck, shuck, pucker, push, bush, puff, buff, pun, bun, loom, dub.

4. Rush, cup, cub, pole, pool, pull, fun, cook, hoot, buck.

5. Pup, bug, shun, tough, shut, rut, root, rude, stoop, stool, shoe.

6. Snub, shoes, rum, coon, huts, cookie, dummy.

THE T-HOOK AND D-HOOK.

41. A short final hook attached to the *upper* side of N, M, R, L, T, D, TH, the *under* side of K and G, and the *left* side of SH, CH, J, F, V, and standard S, St and Str., may be used to represent T or D.

The hook may be made short to represent T and long to represent D, although in practical work it is seldom necessary to make this distinction, as no confusion will arise should they be made the same length.

Nt Md Tt Td THt Rd Ld SHt CHd Jt St Stt

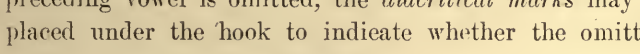
Cold left bold beard laughed mold

42. The T-hook may also be used when there is a *circle vowel* occurring *between* the hook and the character to which it is attached. If the vowel is one which is represented by a large circle, the hook should be made large. If it is one represented by a small circle, the hook should be made small.

43. When T or D is represented by a hook and the preceding vowel is omitted, the *diacritical marks* may be placed under the hook to indicate whether the omitted vowel is long, short, or medium.

44. D may be indicated after P or B by a *large* hook.

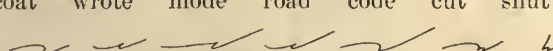
rate read geat get made neat date debt bad pad



45. RULE I. *T cannot be indicated after P or B by the T-hook. The stroke T must be written.*

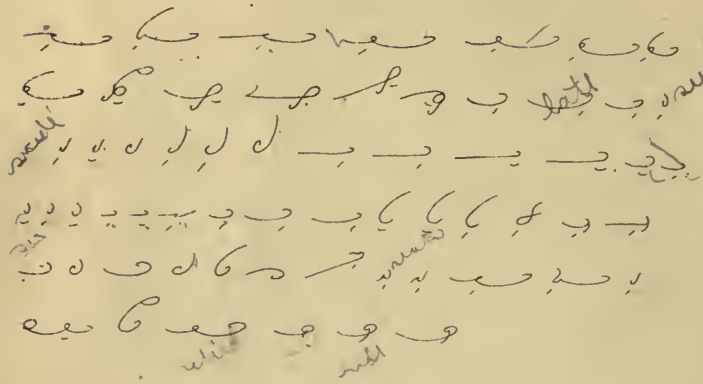
RULE II. *When T or D is preceded by a hook-vowel, the T or D stroke should be used.*

coat wrote mode road code cut shut



46. When the diphthong I precedes a T-hook or D-hook, the hook should terminate with a short backward stroke.

47. READING EXERCISE.



48. KEY.

1. Cold, bold, mold, reeled, relet, sealed, peered.

2. Pelt, abashed, lashed, smashed, dashed, cashed, rate, late, read, seed.

3. Shade, sheet, shed, shied, feed, fade, vied, meet, made, met, mad, rat, read.

4. Set, seat, sat, neat, net, note, raid, laid, lead, bed, bad, bait, pate, rates, mates.

5. Ride, side, lied, fight, bite, kite, dates, seats, sheets, rolled, sold, cheat.

6. Alert, abide, relied, rise, rides, lights.

QUESTIONS.

How may U and OO be represented?

What is this hook called?

What diacritical mark is used to indicate long OO?

What mark to indicate the short sound of OO?

What mark to indicate the short sound of U?

How is the U-hook written when it follows N or M?

How may T or D be represented?

How may the hooks be written when it is desirable to distinguish between T and D?

What is said about T or D when it follows a hook vowel?

Can the hook be used when it immediately follows the diphthong I?

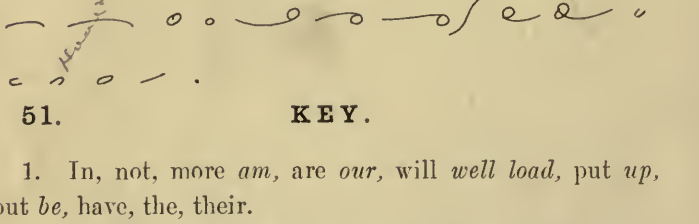
How should the hook be written when it follows the diphthong I?

LESSON VI.

49. In shorthand, words which occur frequently are abbreviated. These abbreviations are called word-signs. Word-signs, thoroughly memorized, are great time savers in rapid writing, and are also an aid in reading.

Study the word-signs carefully, then write them from the key and compare with the engraving.

50. **WORD-SIGNS.**



51. **KEY.**

1. In, not, more *am,* are *our,* will *well load,* put *up,* but *be,* have, the, their.

2. Can. go *good,* I *why,* he, large, came, make, before, where, while, of.

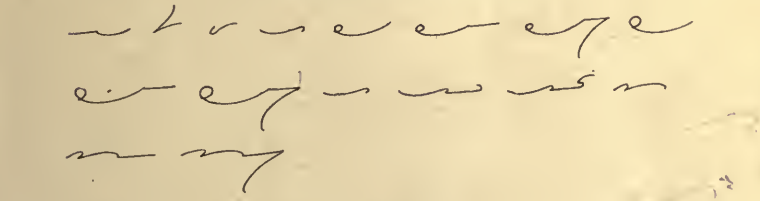
3. All. you, your, at *it,* a *an and.*

PHRASING.

52. In order to acquire high speed, it is frequently necessary to write two or more words without raising the pen. This is called phrasing. When phrasing is done judiciously,

it greatly assists in the acquirement of speed. It is not advisable, however, for the beginner to try to build phrases. It will be better for him to confine his phrase writing to such exercises as are given in the text-book, and to use them whenever they may occur in dictation. By the time these are thoroughly mastered, he will be better prepared to construct phrases for himself.

53. EXERCISE WITH KEY.



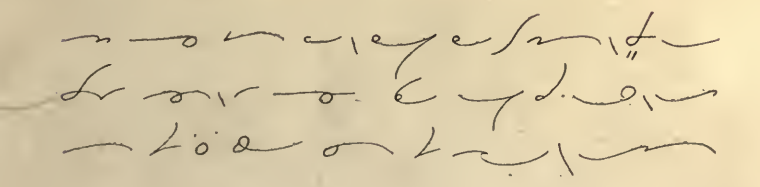
54. KEY.

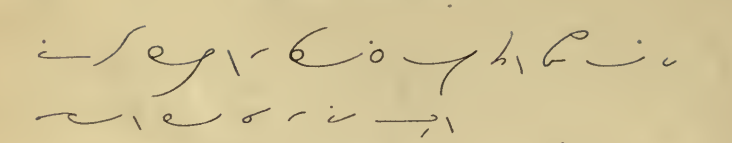
1. In our, for the, of the, are you, he will, he will not, he will not be, I will.

2. I will not, I will not be, are you, are you not, are you not the, you can.

3. You cannot, you cannot be.

55. READING EXERCISE.





56. KEY.

Can you make a good oar? He will be here before you go. Jane will bake the cake. The main pier will be very large. Will you go for the hay while I go for the coal? Will you go home before I leave? The bale of hay will be for you. I bought a load of coal. He will eat the hot meat.

57. WRITING EXERCISE.

The lady will need the key in an hour. I would not eat the thick cream, but I would put it in the large bowl. He may row the boat for an hour, but cannot go a mile. The rye may be ripe, but I will not buy it. You cannot go home before night. He will write you before you buy the ream of paper. The lady will not make a bow for you, but will bake you a cake. Will you pay for a load of coal or a bale of hay? May will buy a coat for Joe.

QUESTIONS.

How are words written which occur frequently?
What are these abbreviations called?
What is phrase writing?
Does phrasing tend to increase speed?
Does it injure the legibility?
Should beginners endeavor to construct original phrases?

NOTE.—A period is made with a backward stroke. The interrogation point the same, only longer.

LESSON VII.

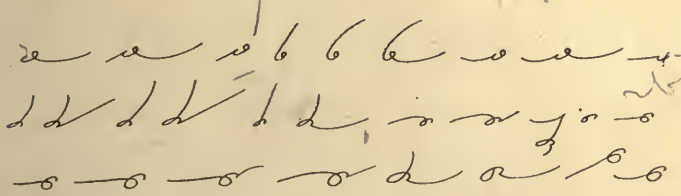
58. OI EW OW

In shorthand, the diphthong OI is formed by the joining of the two vowels O and E. (See line 1.)

The diphthong EW is formed by the joining of the two vowels E and OO. (See line 2.)

The diphthong OW is formed by the joining of the two vowels A and OO (U). (See line 3.)

59. READING AND WRITING EXERCISE.



60. KEY.

1. Oil, toil, toy, joy, boy, boil, Roy, royal, noise.

2. Few, feud, view, viewed, Jew, fuel, cue, cute, refuse, hue, new.

3. Now, mow, mouth, gout, fowl, owl, doubt, row.

61. BLENDED CONSONANTS.

Tn Dn Tm Dm Nt Nd Mt Md

In the syllables *ten, den, tem,* and *dem,* the vowel may usually be omitted and the characters T and M, D and M, written without an angle, except in monosyllables. (Lines 1 and 2.)

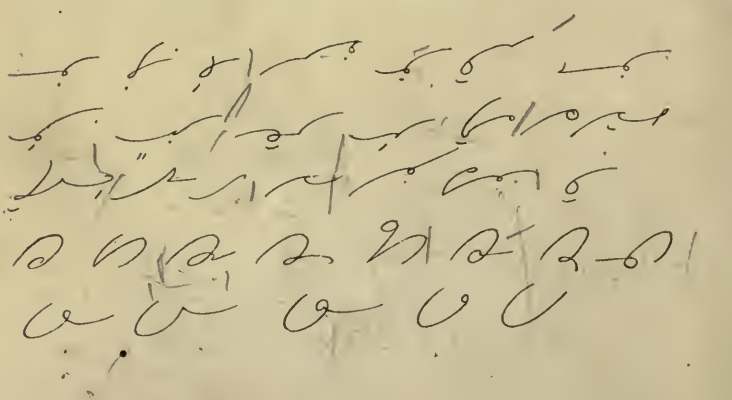
N and T, N and D, M and T, M and D, may be treated in the same manner. (Line 3.)

(This principle is used only in a limited number of words. Another principle relating to the same class of words will be introduced in a following lesson.)

The angle may also be omitted between T and F, D and F, T and V, D and V. (Line 4.)

At the beginning of words, the angle between J and Nt is omitted. (Line 5.)

62. READING AND WRITING EXERCISE.



63. KEY.

1. Mitten, bitten, Satan, tendency, written, attempt, smitten.

2. Redeem, Lawton, canteen, routine, Botany, deny, demolish.

3. Ventilate, medicine, into, tenor, timid, epidemic, atom.

4. Defy, plaintiff, devout, defect, adjective, define, divest, native.

5. Genteel, gentle, gentile, gently, gentleman.

64. WRITING EXERCISE.

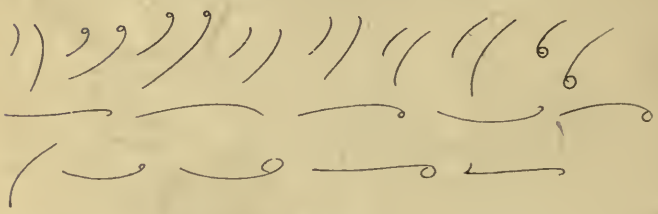
Soil, soiled, coiled, voyage, decoy, enjoy, annoy, toiled, voucher, powder, couch, fume, fuel, excuse, lieu, pew, chew, mew, freedom, victim, attendance, cotton, batten, tinsel, chieftain, mutton, dinner, festive, motive, devise, Davis.

LENGTHENING PRINCIPLE.

65. The syllables, Ter, Der and Ther, may be added to any of the characters (excepting N, R, K, and TH) by making them twice their length.

In a limited number of words however, the lengthening principle may be applied to N, R, and K, but in such instances these characters should be made at least triple length.

66. READING AND WRITING EXERCISE.



67. KEY.

1. Was, was there, if, if there, ever, ever there, for, for there, have, have their, up, up there, be, be there, by, by there.

2. Murder, go there, give their, let their, gather.

3. Better, letter, later, make there, smother.

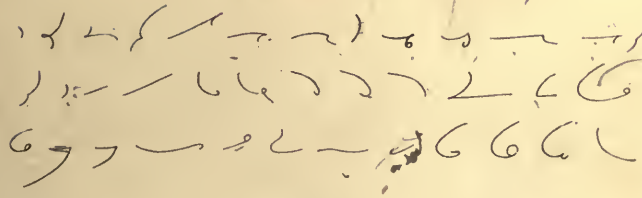
QUESTIONS.

How is the diphthong OI formed?
How are the diphthongs EW and OW formed?
Name the four short blended characters.
Between what characters are the angles omitted?
What syllables are added by lengthening characters?
Are N, R, and K ever lengthened?
How long should they be made, and why?

NOTE.—All lengthened characters which are made with downward strokes extend through the line of writing. This makes a distinction between such words as *have* and *for their*, and *ever* and *if their*.

LESSON VIII.

68. **WORD-SIGNS.**



69. **KEY.**

1. State, first, ask, business, Dear Sir *desire,* cause *because,* caused, was, receive, receipt, must, most, conversation.

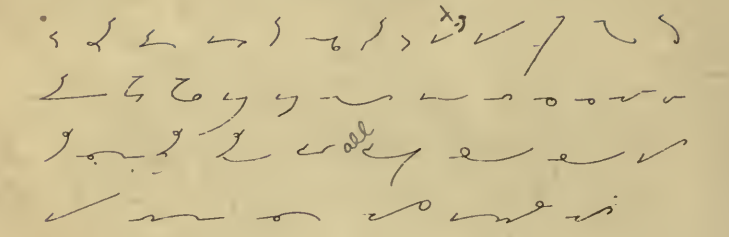
2. Force, is *his,* it *at,* would, strong, strength, street, straight, start, from *form,* upon, believe.

3. Pretty, never, influence, look, tell, freight, car, what, bread, break, broken, store.

TICK FOR A, AN OR AND.

70. *A, an,* or *and,* may be joined to other words with a horizontal or slanting tick. This tick should be made very short and is usually written on the slant of CH, but when more convenient it may be written in a horizontal direction. The tick is generally attached to the beginning of words, but may be attached to the end when it is more convenient.

71. EXERCISE.



72. KEY.

1. And state, and first, and ask, and because, and was, and receive, and for a, and a, and it, and would, and judge, a strong, a street.

2. And from, and upon a, and pretty, and never, and influence, and look, a car, and you, and I, and he, and what a, of a.

3. And if, and he cannot, and if you, and if you will, and on the, and all will be, and I will, and he will, and do.

4. And did, and you can not, and he can, and all day, and can you tell a, and what you.

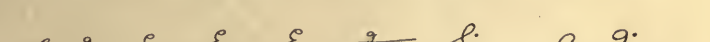
OF AND OF THE.

73. *Of* and *of the* are seldom written. They are generally indicated by writing the words, between which they occur, close together.

74. When the sound of *x* begins a word, it is represented by *es*.

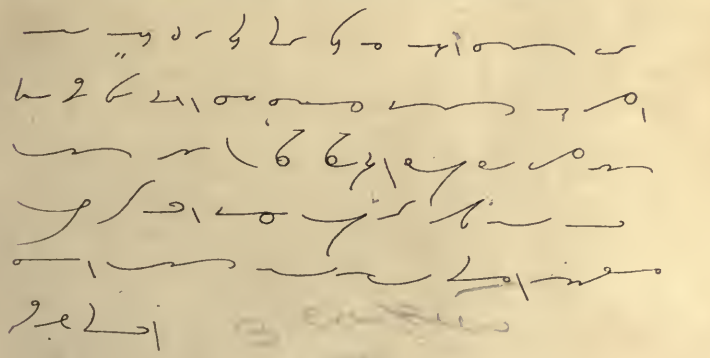
When it occurs at the end or in the middle of a word, it is indicated by placing a dot to the right and near the top of either form of S.

cs cs express expose expense examine tax lax ax



When the sound of *x* follows an O-hook vowel, the *x* may be indicated by using the Standard S.

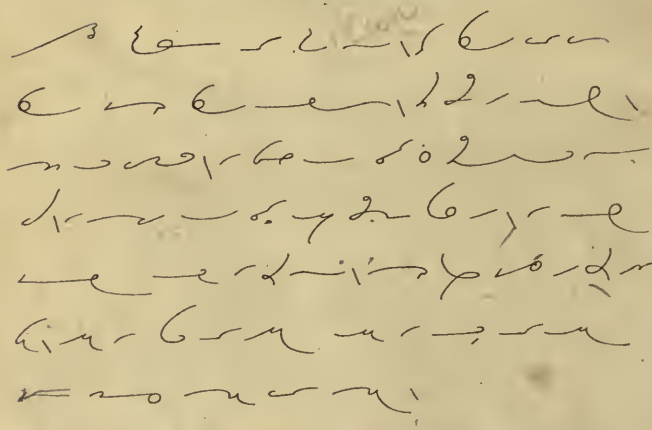
75. READING AND WRITING EXERCISE.



76. KEY.

Mr. Knox said the fox was in the box, and he knows. He can go on the shore if the boat is not there. I know he can make a good gate in a day. Will you go to the store and buy a bar of soap? He will be here all day, and you can leave before night. A man will be at the depot and will meet him. Will you get a load of coal for me? Can you tell me if a test was made?

77. READING EXERCISE WITHOUT KEY.



78. WRITING EXERCISE.

John Max had to pay a tax on his ax. The sexton was a very lax man, and they let him go. If you will be here all day, Tom or the minister will meet you at the store. A span of horses of good luster will sell on the street any day. Can you judge a man by his looks? Will you help paper the room?

QUESTIONS.

How may **a, an,** and **and** be joined to other words?

In which direction is this tick written?

Is the tick ever used at the end of a word?

What is indicated by writing the following word close to the preceding?

How is the sound of X indicated?

What form is used after an O-hook vowel?

LESSON IX.

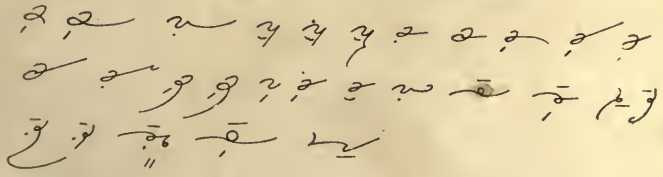
W AND Y.

79. W is represented by a small semi-circle which opens to the left. This is called the W-hook.

When the W-hook is followed by a circle vowel, the vowel is placed within and under the hook. (See *wail,* line 1.)

When W occurs in the center of a word, it is represented by a horizontal tick placed under or over the following vowel. (See *queer,* line 2.)

80. READING AND WRITING EXERCISE.



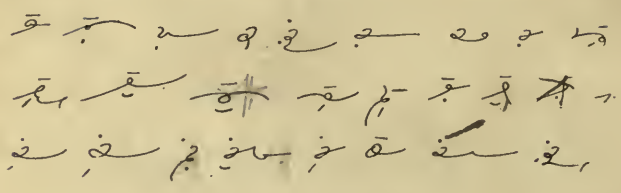
81. KEY.

1. Waste, wail, wall, watch, wash, wasp, win, wine, weak, weed, wait.

2. Wide, widow, weave, wave, woe, wheat, wet, wart, queer, queen, sweep, swift.

3. Swivel, switch, Quincy, quail, squad.

82. READING EXERCISE WITHOUT KEY.



YA and YE.

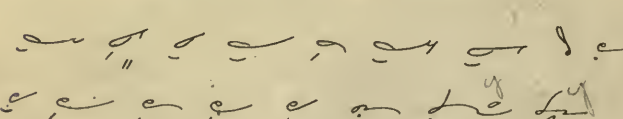
83. At the beginning of a word, when Y precedes an A vowel, the YA is represented by a large loop.

When Y precedes an E vowel, the YE is represented by a small loop.

When Y precedes an O-hook or U-hook, the Y is represented by writing a small circle within the hook.

When Y occurs in the middle of words, it is represented by placing the disjoined loop *over* the character which it precedes, or *under* the character which it follows.

84. READING AND WRITING EXERCISE.



85. KEY.

1. Yellow, Yates, yet, yell, yeast, yellowish, yams, Yankee, yawn.

2. Yacht, yole, yoke, yore, yote, yuck, figure, pinion.

QUESTIONS.

How is W represented?

When a circle vowel follows W, how should it be written?

How is W represented when it occurs in the center of a word?

When Y precedes a circle vowel at the beginning of a word, how is it represented?

How is Y represented when it precedes a hook-vowel?

How is Y represented when it occurs in the center of a word?

LESSON X.

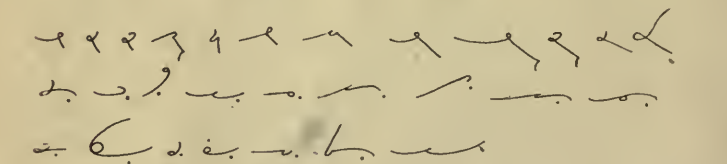
NG. NGK.

86. The sound of NG, as in *ring,* is indicated by writing N with a downward slant.

The sound of NGK, as in *rink,* is indicated by lengthening NG.

When a word terminates with *ing* or *thing,* the termination is generally indicated by a dot underneath and a little to the right of the preceding portion of the word.

87. READING AND WRITING EXERCISE.



88. KEY.

1. Ring, sing, wing, tongues, song, ting, tong, rink, links, winks, sink, bank.

2. Seeking, reading, everything, roaring, anything, talking, doing, mocking, wrecking.

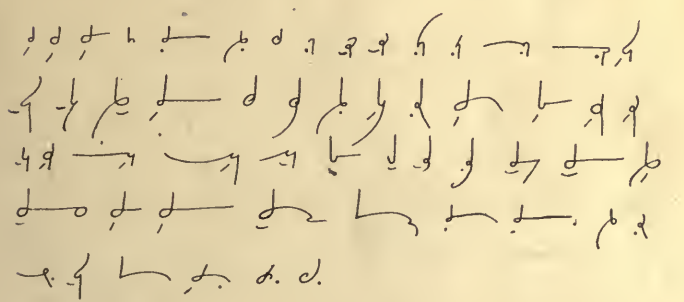
3. Winning, baling, seeing, hearing, knowing, joking, rolling.

Tr. Dr.

89. Tr is represented by a short vertical stroke, and Dr by a long vertical stroke.

T and D may be added to these strokes by a final hook attached to the left side.

90. READING AND WRITING EXERCISE.



91. KEY.

1. Tree, tray, train, true, trim, trip, try, utter, wetter, setter, butter, shutter, cutter, mutter, voter.

2. Fodder, drop, drab, dream, dry, drive, drip, drove, drink, drake, drone, trader, cedar.

3. Trotter, traitor, motor, loader, totter, drawn, dread, dress, drift, drench, dram, drape.

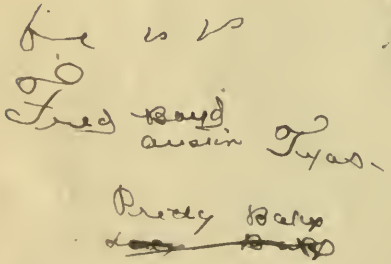
4. Drama, drain, draymen, dragon, druggist, trig, trimming, trip, singing.

5. Ringing, fodder, drug, shaking, shouting, fighting,

448300

QUESTIONS.

How is the sound of **ng** represented?
How is the sound of **ngk** represented?
How are **ing** and **thing** represented?
What does a short vertical stroke represent?
A long vertical stroke?
On which side of the vertical strokes are the hooks representing T and D attached?



LESSON XI.

SUGGESTIONS.

92. Special care should be exercised to make the characters in their proper direction. Beginners are sometimes inclined to give too little attention to this, and frequently make T and D with downward strokes, and SH and J with upward strokes. Avoid this.

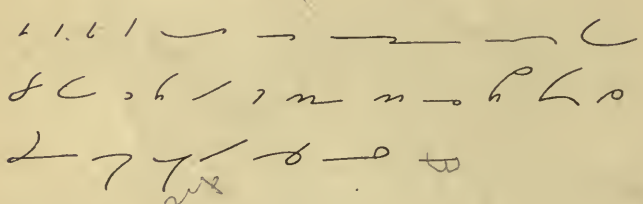
Placing the circle vowel on the wrong side of straight characters is also an error which must be avoided. Remember that circle vowels incorrectly written are often an infringement upon other principles. In keeping the vowels on the upper side of straight characters, it may be an aid to the beginner to note that they are made in accordance with the movement of the hands of a clock.

Make the hooks small and round. Make the small circles very small and the large circles large. Straight characters should be made *absolutely straight,* while curved characters should be *sufficiently curved* to distinguish them from straight characters. These suggestions are of the utmost importance, and should be followed minutely. Writers who are careless in regard to these points are seldom able to read their notes fluently.

At this degree of advancement no attempt should be made to write rapidly. All energy should be devoted to studying the form of the characters, the method of holding the pen, and the movement to be used. At least a half

hour each day should be devoted to practicing the movement exercises given in the front part of the book.

93. WORD-SIGNS.



94. KEY.

1. Sure, ship *shall,* short, which, look, knew, movement, enclose, please.

2. Particular, principal, word, poor, dollar, wish *usual,* wonder, world, any, above, book, that.

3. Firm, keep, represent, would, catalogue, mail, note.

SUGGESTIONS ON PHRASING.

95. In phrase writing, the following suggestions should be noted:

1. Small words such as *to, of,* etc., may often be omitted without detracting from the legibility.

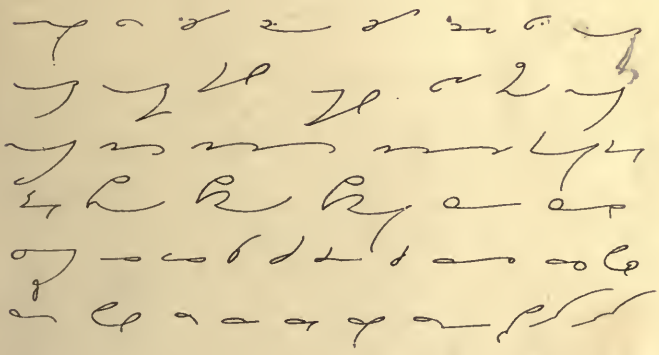
In transcribing, however, such words must be restored in order to express complete thought.

2. In order to make better joinings, the word-sign for *you* may be inverted.

3. When *we* is phrased with an upward stroke, the E vowel should be inserted to avoid any danger of a conflict between the words *we* and *you*.

4. The forms of some words are changed in order to make better joinings. Thus, in phrasing, *I* is frequently dropped from *by, ew* from *few,* and *able* represented by *a,* etc.

96. PHRASES.



97. KEY.

1. In reply, we can, we would, we will, we do, we know, we think, will you.

2. Will you have, will you have the, few days, in a few days, we thought, if you are, you will have.

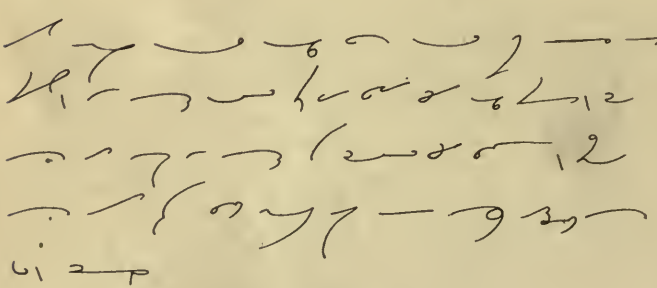
3. You will have it, you could, you could get, you could get it, which will be, as soon as.

4. And as soon as, I hope you will, I hope this will, I hope this will be, I remain, I remain yours truly.

5. I am very truly yours, in your, on your, put your, for your, send your, ship your, your money, your name, your price.

6. Your work, your place, your state, your note, your notes, your reply, your statement, your business, at that time, at the time.

98. LETTERS.

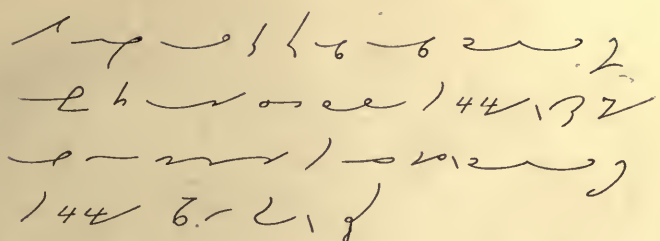


99. KEY.

Dear Sir:—In reply to your letter, will say we can let you have the money in a few days. The goods are not just what we thought we would receive from you. We are going to keep the goods, but we are not satisfied with them. If you are going to do business with us you will have to be more careful to send us good stock. We remain,

Yours truly,

100.

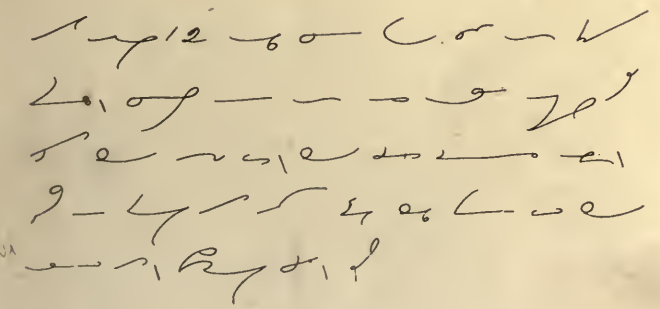


101. **KEY.**

Dear Sir:—In reply to your letter which is just received. will say we will let you have the machine which you looked at when you were here for $44.00. This is $7.00 less than you can get it for in your city. We will let you have it for $44.00 and pay the freight.

Very truly yours,

102.



103. KEY.

Dear Sir:—In reply to yours of the 12th, will say I am pleased with the work which you did for me. I may have more work in your line in a few days and if I do I will call on you. I will send you some money next week. I have a note which will be due at that time, and as soon as I receive payment on it, I will remit to you. I hope this will be satisfactory.

Yours very truly,

Tuesday May 7 1905 — 100
Wednesday " 8, 1905 — 100
Thursday " 9 1905 — 95
Friday " 10 1905 — 100
Monday " 13 1905 — 100
Tuesday " 14 1905 — 100
Wednesday " 15 1905 — 100
Thursday " 16 1905 — 100
Friday " 17 1905 — 100
Monday " 20 1905 — 100
Tuesday " 21 1905 — 100
Wednesday " 22 1905 — 100
Thursday " 23 1905 — 100
Friday " 24

LESSON XII.

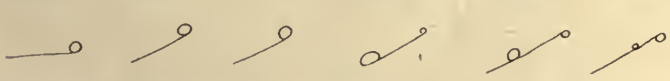
REVERSING THE CIRCLE VOWEL TO ADD R AND L.

104. At the beginning of straight characters, when R or L immediately follows a circle vowel, the R or L is indicated by writing the vowel on the opposite side from which it is ordinarily attached; or, with a motion of the hand contrary to the movement of the hands of a clock.

arm art arch elm

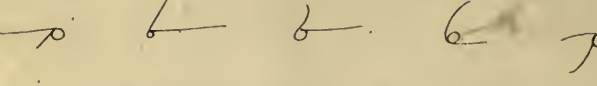
At the end of straight characters, or between two straight characters extending in the same direction, the R or L is indicated by writing the vowel on the opposite side from which it is ordinarily attached.

mail dare dale harder tardy delta

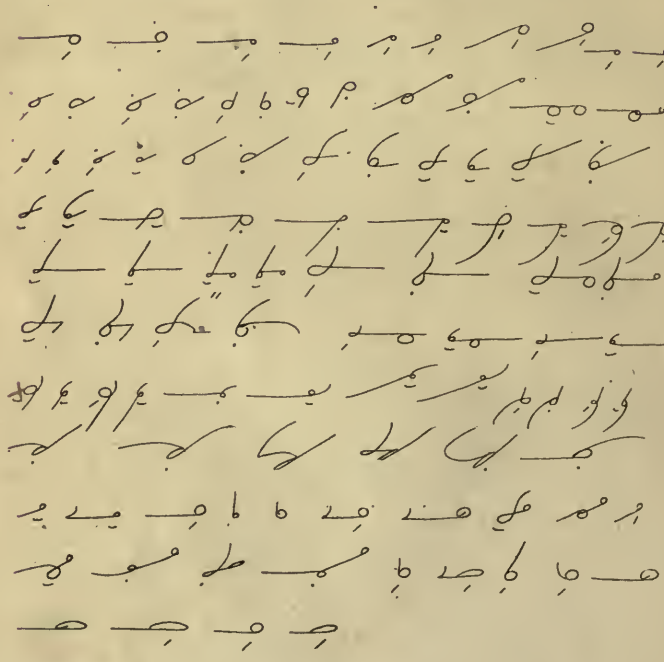


Between two straight characters, or between a straight and a curved character, the R or L is indicated by writing the vowel on the opposite side from which it is ordinarily written.

march germ farm barn carve



105. READING AND WRITING EXERCISE.



106. KEY.

1. May, mar, me, mere, tea, tear, day, dare, knee, near.

2. Ate, art, hate, heart, shay, share, ash, arch, tidy, tardy, manna, miner.

3. She, sheer, heat, hurt, had, hard, bane, barn, pan, pern, pad, pard.

4. Bet, Bert, mash, marsh, midge, merge, knave, nerve, cave, carve.

5. Gem, germ, Jennie, journey, fame, farm, family, farmer.

6. Vanish, varnish, bacon, bargain, seaman, surname, seamen, sermon.

7. Sash, search, sage, serge, myth, mirth, death, dearth, shape, sharp, chief, sheriff.

8. Card, garden, backyard, vineyard, billiard, Martin.

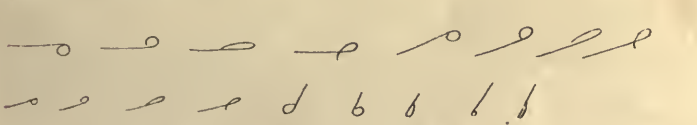
9. Tell, smell, mail, drill, trial, snail, smile, battle, title, teal.

10. Cattle, riddle, victuals, middle, trail, snails, jail, stale, mile.

11. Miles, mails, nail, nails.

ADDITION OF S TO A REVERSE CIRCLE.

107. S is indicated after a reverse circle by flattening the circle into a loop.



1. Make, mar, mars, makes, day, dare, dares, days.

2. Tea, tear, tears, tease, jay, share, shares, jeer, jeers.

ADDITION OF LY.

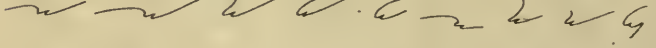
108. LY is indicated after a reverse circle by writing a small circle on the opposite side of the character to which the vowel is attached.

Me mere merely knee near nearly dear dearly

THE O-HOOK REPEATED.

109. The O-hook may be repeated to add R.

Chord gourd ford poured port corn fort sword porch



QUESTIONS.

At the beginning of words, how is R or L added to straight characters?

How does the hand move in making these reverse vowels?

How is R or L indicated at the end of straight characters?

How is R or L indicated when they occur between two straight characters which extend in the same direction?

How is R or L indicated between a straight and a curved character?

How is S indicated after a reverse circle?

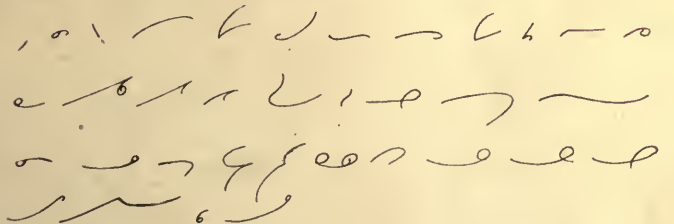
How is ly indicated after a reverse circle?

How is R added to the O-hook?

LESSON XIII.

REVERSING PRINCIPLE—(Continued).

110. WORD-SIGNS.



111. KEY.

1. How, use, long, time, between, want *wont,* work, could, part, sure, then, that.

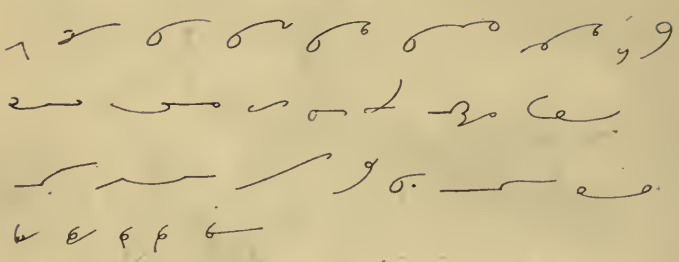
2. Were, decide, desire, those, fail, society, names, government, glad.

3. Week, little, question, purpose, public, arrive, this, large, largest, last.

4. Into, deliver, sell, until.

NOTE.—In phrase-writing, the L must not be omitted from the word *sell* unless it begins the phrase.

112. PHRASES.



113. KEY.

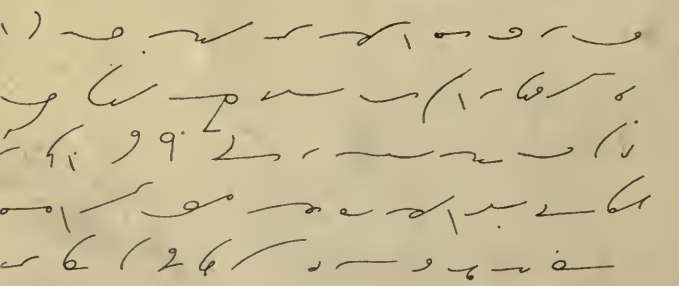
1. How long, we deem it, I do not, I do not know, I do not see, I do not care, they do not see, who is, I have.

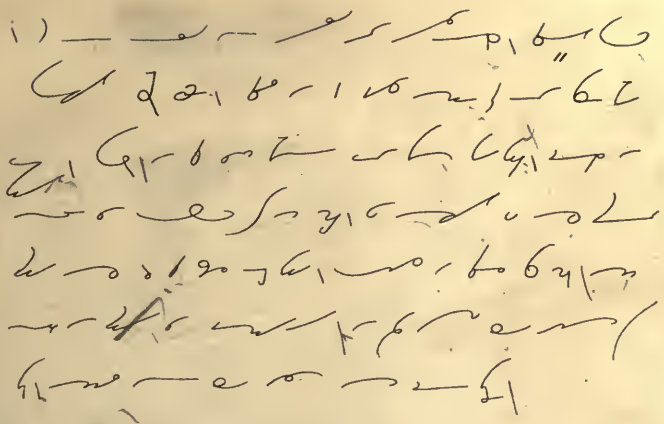
2. We are not, let me, what you, when you, have been, in this city, pretty well.

3. In time, it will not, did you, and if, I think, more than, he lives.

4. Sell it, sell what, sell their, sell his, sell more.

114. READING AND WRITING EXERCISE.



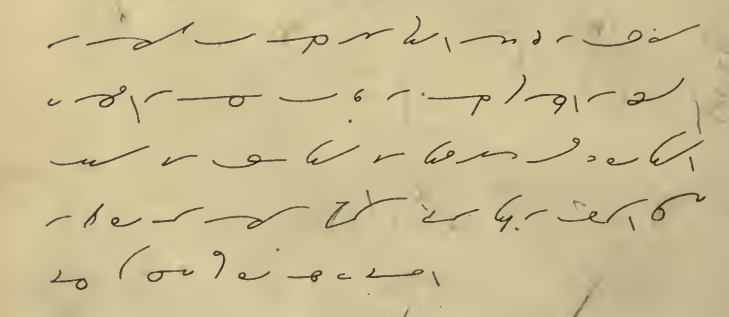


115. KEY.

There was a large gourd in the garden. When you write the letter leave a broad margin and it will look better. The porter did not eat the butter. If I order from you the carload of corn, will it be shipped immediately? Did the lady give you her card? There are some birds on the barn, but if the boys do not see them they will receive no harm. There was more mirth than dearth at the death of the martyr. Charles played billiards and drank wine. Charter the ship and take the corn which is in the barn and put it on board. Bring the chairs with you and put them on the back part of the porch. Smirch the curtain with lard before you wash it. All the guards who came from the fort gave three cheers as they entered port. Will you take the journey by water? Can you cross the ford with a

cord of wood? The people do not know where to get better butter. Can you tell them where they can get some butterine?

116. EXERCISE WITHOUT KEY.



117. WRITING EXERCISE.

He worked all day trying to trade the tar for the tea. He had the nerve to try to carve the bear with a large carver while he was in the cave. Did you say this frame belonged to a man of fame, who once lived on a farm which contains a large marsh, and that he varnished the frame and traded it for a barn and made a good bargain? Put the beans in the barn and charter a car and ship them to Charleston.

LESSON XIV.

Nd AND Nt INDICATED.

118. The sound of Nd or Nt is indicated after a large circle vowel by flattening the vowel into a large loop. (See *land,* line 1.)

The sound of Nd or Nt is indicated after a small circle vowel by flattening the vowel into a small loop. (See *lend,* line 1.)

The sound of Nd or Nt is indicated after an OW diphthong by giving the circle an elliptical form. (See *pound,* line 2.)

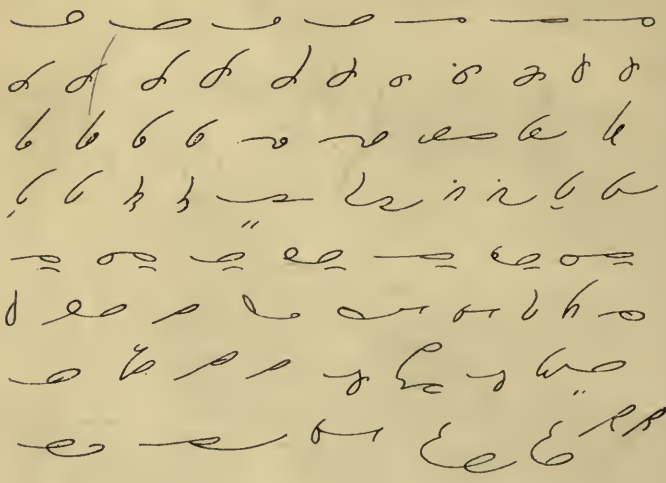
The sound of Nd or Nt is indicated after an OI diphthong by making the hook longer and giving the circle an elliptical form. (See *joined* line 3.)

The O-hook and U-hook may be made longer to indicate a following Nd or Nt. (See *bond* and *funds,* line 4.)

The diphthong OW and a following Nd or Nt may also be indicated after horizontal strokes by a loop, and the loop diacritically marked. (See *count,* line 5.)

It is seldom necessary, however, to use the diacritical marks except in isolated words.

119. READING AND WRITING EXERCISE.



120. KEY.

1. Lay, land, lee, lend, me, meant, may.

2. Pow, pound, bough, bound, vow, found, out, hound, wound, drowned, sound.

3. Joy, joined, boy, point, coy, coined, ointment, pointer, joints.

4. Bow, bond, funds, fuss, London, frontier, hunt, hunter, pond, ponder.

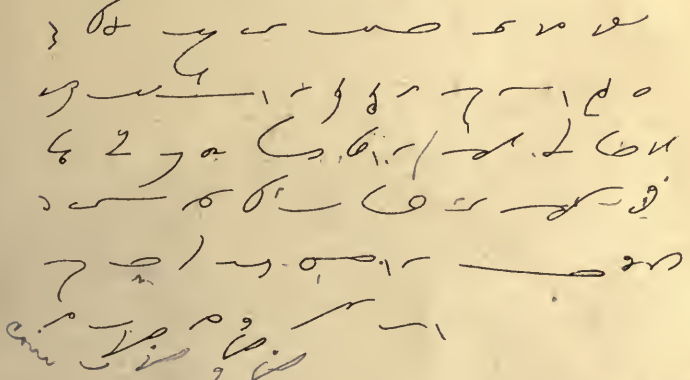
5. Count, account, round, around, mound, surround, amount.

6. Drained, talent, tent, industry, indolence, sentence, fond, bunt, kind.

7. Lined, obtained, dined, tend, resound, abscond, resent, Portland.

8. Rendered, mental, sandals, splendor, sprained, dentist, dense.

121. READING EXERCISE.



122. WRITING EXERCISE.

Indefective, indicative, indication, indicant, indorse, endurance, painter, preponderance, plant, indolence, indulge, indulgent, indicator, indictive, indigency, jostle, kangaroo, indigest, indigo, industry, indestructive, dormant, hindrance, indignant.

QUESTIONS.

When OW and Nt or Nd follow a horizontal consonant, how may they be indicated?

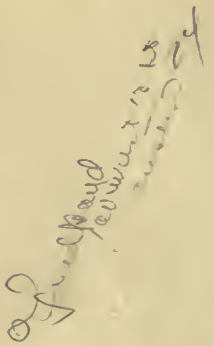
How is the sound of Nt or Nd represented when it follows a large circle vowel?

How is it represented when it follows a small circle-vowel?

How is it represented when it follows OW?

How is it represented after OI?

How is it represented after an O-hook or U-hook?



LESSON XV.

Thr.

123. Thr is written with a backward tick. T or D may be joined to the tick by attaching the respective hooks to the left side.

124. READING AND WRITING EXERCISE.

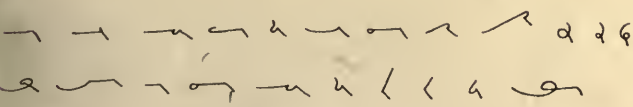
125. KEY.

1. Other, through, throw, author, authorize, otherwise, threaten, threatened, weather, thither, throb, throat, thrown, thread.

2. Thralldom, threat, neither, thrust, rather.

126. This principle is also used to add the words, *their, there,* and *they are.*

127. PHRASES.

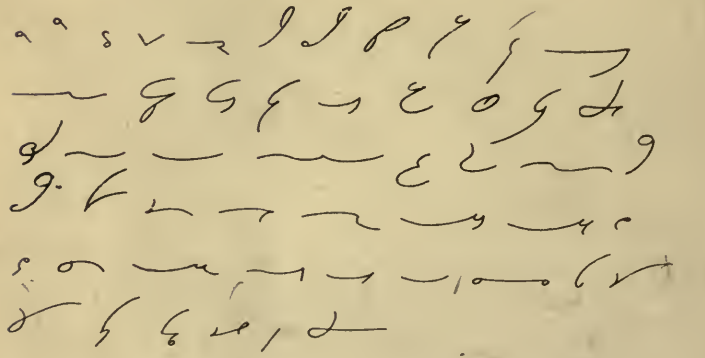


128. KEY.

1. In there, not there, know there, on there, so there, are there, when there, to their, do their, say their, see their, sell their.

2. Right there, run there, and there, when they are, know they are, so there, which there, shall there, show their, ran there.

129. WORD-SIGNS.



130. KEY.

1. Whether, either, authority, throughout, another, endeavor, individual, independent, object, subject, manufacture.

2. Market, perpendicular, person, popular, reason, opportunity, I want, poverty, advance.

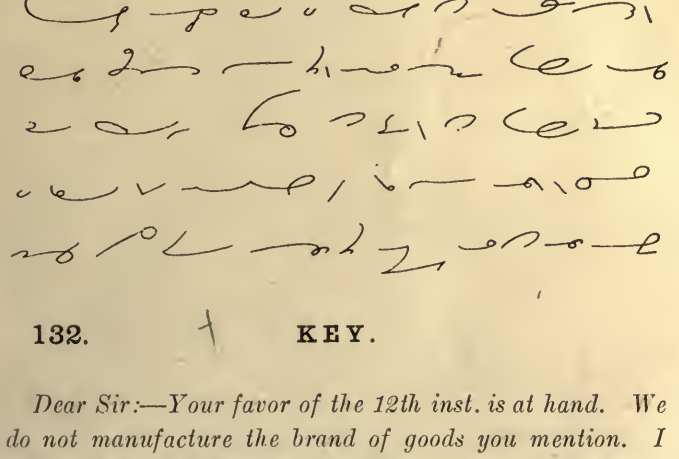
3. Advise, car, load, car-load, spirit, freight, correct, advantage.

4. Advantageous, between, ask, cause *because,* caused, laws, loss, except.

5. Exception, accept, lost, character, recollection, recollect, immediately, body *bought,* sometime.

6. Same time, bushel, pencil, cities, much, familiar.

131. LETTER.



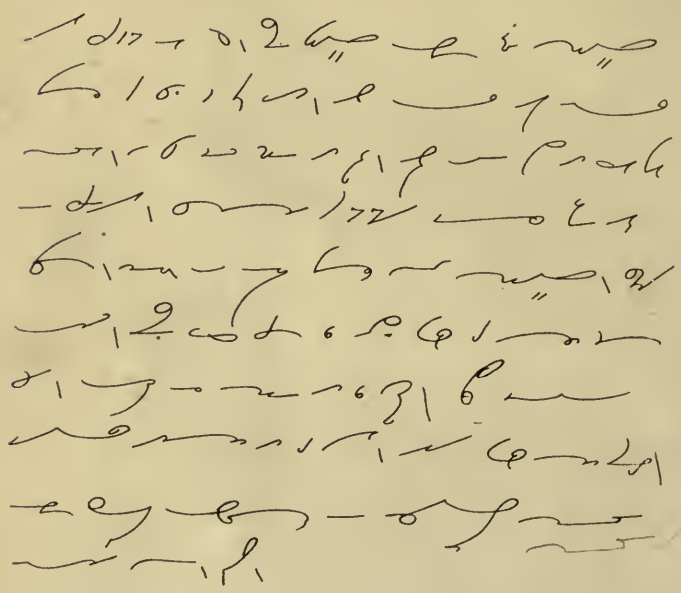
132. KEY.

Dear Sir:—Your favor of the 12th inst. is at hand. We do not manufacture the brand of goods you mention. I believe there is a merchant here who handles this line of goods. I will see if he can get them for you. In regard to the corn planter, will say we are handling the Buckeye

this season. This planter is made of steel throughout and will last much longer than any other. I mail you catalogue today which will give you full information regarding this new machine.

Yours truly,

133. LETTER.



134. KEY.

Dear Sir:—Your favor of the 17th inst. is at hand. I was in Portland last week and saw a Courtland buggy

which I think is just what you want. It has leather top and leather curtains. The paint is not worn to speak of. It has been run about two years, but it is in fine condition. I can get it for $77.00, and in my opinion it is a bargain. You know there are no better buggies than the Courtland. I wish you would look at it. I have nothing on hand which I can sell at that price which would give you as good satisfaction. Will you have any corn to sell this fall? I want to buy a car-load and would like to get you to ship it at once. At what price can you furnish it? Next week I will have a large stock of goods in and I would like to have you come down and look at them.

Yours very truly,

135. WRITING EXERCISE.

They will brand the cattle next week. You may skate on the large pond west of the track. He was authorized to render their account on the tenth of each month. Where did you see their men at work? Did he pay for the land when he bought it? He said he would send men to take their places. He bent the pole, but could not break it. Will you get me a joint of stovepipe?

QUESTIONS.

Can T and D be added to Thr?

What words are represented by the Thr tick?

On which side is the T-hook written?

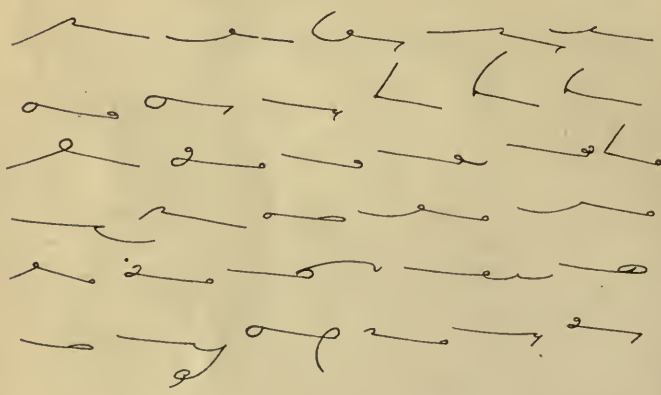
How is Thr represented?

LESSON XVI.

Mp AND Mb.

136. M is slightly inclined to add P or B. The hooks representing T and D are attached to the *lower* side of Mp and Mb, the hook-vowels being attached to the *upper* side.

137. READING AND WRITING EXERCISE.



138. KEY.

1. Dump, limp, primps, mumps, romp.
2. Amboy, ambition, impose, jump, bump, pump.

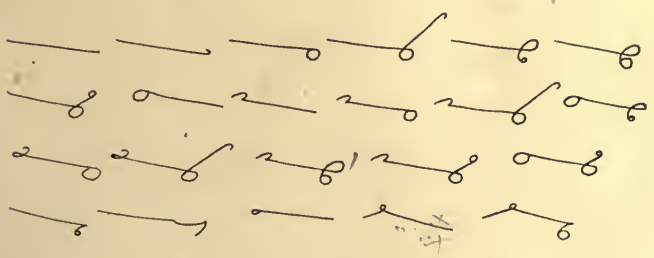
3. Damp, example, employ, employer, employee, jumper,

4. Imposter, thump, embers, limber, lumber.

5. Timber, whimper, embargo, emperor, empires.

6. Impels, improvise, ambassador, humble, imposition, exemption.

139. WORD-SIGNS AND PHRASES.



140. KEY TO WORD-SIGNS AND PHRASES.

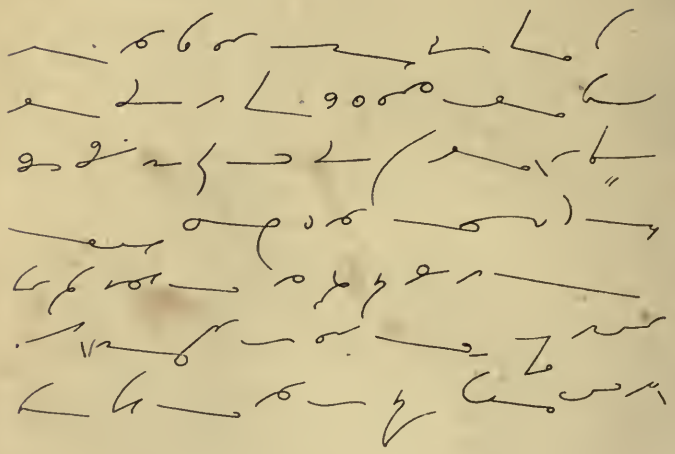
1. Improve *may be,* important, may be able, may be able to do, may be able to see, may be able to say.

2. May be able to tell, I may be, you may be, you may be able, you may be able to do, I may be able to see.

3. We may be able, we may be able to do, you may be able to say, you may be able to tell, I may be able to tell.

4. Embezzle *embezzlement,* imprison *imprisonment,* impossible, it is impossible, it is impossible to say.

141. READING AND WRITING EXERCISE.



142. KEY.

It may be that the boy with the mumps is a good jumper, but it is impossible for him to jump as high with that limber pole as he could if he had one which was made from better timber. The German Emperor's ambassador said that the embargo was an imposition upon the people, and that it is important that steps should be taken to improve their condition. You may be able to do the work without employing an engineer to run the pump, but it is important that the work should be done promptly or not at all.

143. WRITING EXERCISE.

It may be important that the lumber which is damp should be dried in the kiln before it is put into the temple. I may be able to show that he is an imposter, and that he embezzled the funds of his employer, and that he is not exempt from imprisonment. Did you see the man limp after he made the jump? That timber will make good lumber, and we should devise some way of getting to it. I think he set a very poor example, and I hope you will not again allow such an imposter to tamper with the pump.

QUESTIONS.

How may P or B be added to M?
What is M called when thus inclined?
On which side of Emp is the T-hook attached?
On which side of Emp are the hook-vowels attached?

Here's good luck to
my best friend
Charlie B. Goodridge

LESSON XVII.

144. In phrase-writing, unimportant words may be omitted where they can be easily supplied by the context.

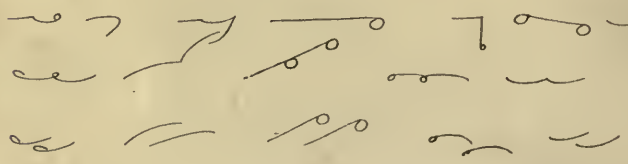
The omission of words may be carried to a considerable extent by experienced writers, but it is better for the embryonic stenographer to confine himself to the ones herein given.

To and *the* are omitted in such phrases as, In regard *to the* question. (See line 1.)

From and *to* are omitted in such phrases as, *From* year *to* year. (Line 2.)

After is omitted in such phrases as, Year *after* year. (Line 3.)

145. **PHRASES.**



146. **KEY.**

1. In regard to the question, in reference to the matter, in order to hear, I may be able to write.

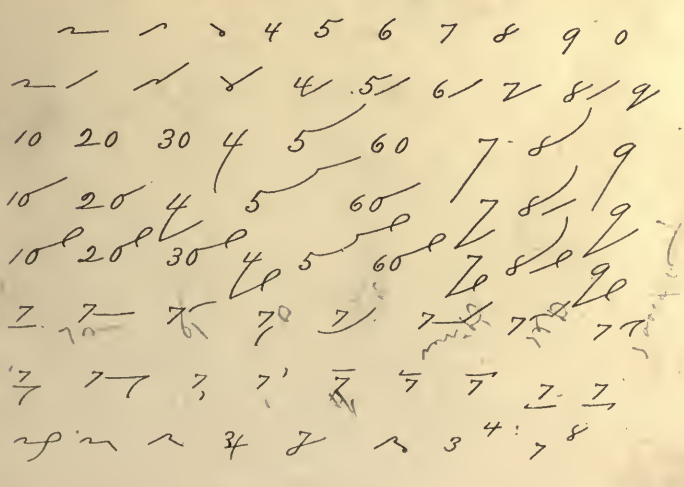
2. From year to year, from time to time, from day to day, from week to week, from hour to hour.

3. Year after year, time after time, day after day, week after week, hour after hour.

147. Few stenographers can write articles which contain many figures with the same rapidity they can write other matter. The expedients contained in this lesson, when thoroughly learned, are of great assistance in taking dictation which contains many figures. When written separately, it is generally best to write 1, 2 and 3, with the shorthand characters, but when written in groups they should be written in the ordinary way.

The following list includes those combinations which occur most frequently in actual work:

148. WRITING AND READING EXERCISE.



149. KEY.

1. 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.

2. $1, $2, $3, $4, $5, $6, $7, $8, $9.

3. 10, 20, 30, 40, 50, 60, 70, 80, 90.

4. $10, $20, $40, $50, $60, $70, $80, $90.

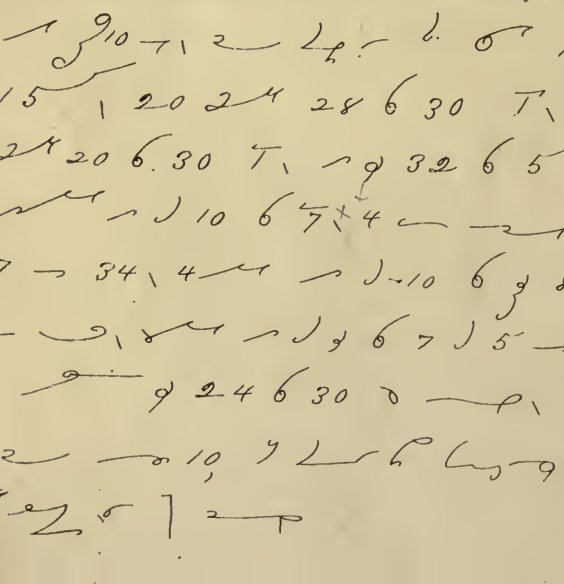
5. 10 days, 20 days, 30 days, 40 days, 50 days, 60 days, 70 days, 80 days, 90 days.

6. 700; 7,000,000; 7,000; 7 lb.; $700, $7,000,000; $7,000; 7,000 lb.

7. 700 lb.; 7,000,000 lb., 7%, 7c, 7½, 7¼, 7¾, 7⅛, 7⅜.

8. ½, ⅓, ⅔, ¾, ⅞, 2 or 3, 3 or 4, 7 or 8.

150. WRITING AND READING EXERCISE.



151. KEY.

Dear Sir:—I have your favor of the 10th inst. We will furnish you with the following items for $150.00:

20 Windows	28x30	1¾
4 "	20x30	1¼
2 Sash	32x50	2⅛
2 Doors	2-10x7¼	
4 Oak Newels	7x7 No. 34	
4 Doors	2-10x6-8	1¾ 1 light
3 "	2-6x7-5 No. 80	
3 Diamond Sash	24x30	Stained Glass.

We will give you 10% off from the above upon receipt of cash with order. Hoping to hear from you with an order, we remain, Yours truly,

QUESTIONS.

What words are omitted in phrase writing?
When are **to** and **the** omitted?
When are **from** and **to** omitted?
When may **after** be omitted?
How may 3¼ be written?
How may 7¾ be written?
How may 5⅜ be written?
How may 5½ be written?
How is 500 represented?
How is 7,000,000 represented?
What represents cents?
What represents per cent?
What is the difference in representing 500 and 5,000,000?

LESSON XVIII.

152. Gra is represented by a *small extended initial* hook attached to the *inside* of curved characters, to the *under* side of T, D, N, and M, and to the *left* side of other straight characters.

This hook is very seldom used, however, in connection with R, L, and TH.

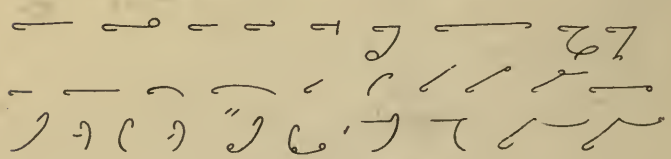
Gre or Gri is represented by a *small short* initial hook attached to the same characters as above.

A small initial hook is attached to the *reverse* S to indicate Gro.

These hooks are generally used when a circle vowel occurs *after* the Gr, but in a few cases they are used when the vowel occurs *between* the G and r, as in *guarantee.*

These hooks are also used to a limited extent when the following vowel is a hook-vowel, but these irregularities should be confined to memorized outlines.

153. READING AND WRITING EXERCISE.



154. KEY.

1. Gram, grammar, grain, grant, granddaughter, grandfather, grandmother, grandparents, grand jury.

2. Green, grim, Greek, Gregg, grit, grip, greed, greedy, greediness, grimly.

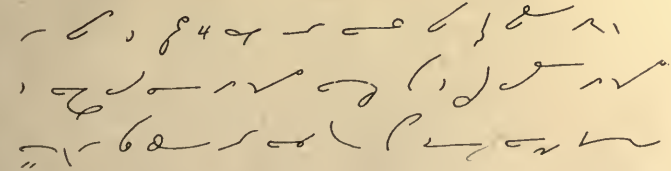
3. Grave, grass, gross, graee, gravy, groeery, engrave, engross, gradual, gradually.

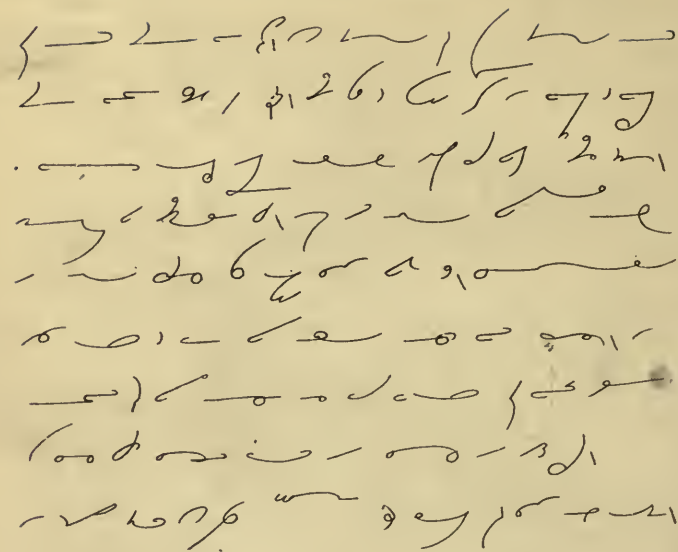
4. Degradation, great, greatness, greatest, grateful, gratefully, gratefulness, grade, emigrate, immigrate.

5. Emigrant, grapes, grabs, grand, grantee, granulate, granite, granulation, greater, greatly.

6. Gratuitous, graduate, graduation, grandson, grantor.

155. READING AND WRITING EXERCISE.





156. KEY.

The graduate said he spent four years in the grammar grade, which is a great deal too long. His grandparents wanted him to study Gregg shorthand, but his father wanted him to study Greek. The boy while at the Granite store grabbed some granulated sugar which was made from green grapes. This sugar is much better than sugar made from green grain, as it is much sweeter. If the boy is brought before the grand jury, his grandfather and grandmother will try to have him released and they will be very grateful if they succeed. You must have grit if you want to learn shorthand. Keep at it and you will gradually

master it, and will finally be able to report with the greatest ease. I am glad to hear that the land is on grade, and I will now grant your request. The emigrant was a greedy man and he wanted all of the land which was granted to him, but when he found he could not hold it he gave it to his father. The student should write this page over and over again; otherwise he will have trouble with the next lesson.

157. WRITING EXERCISE.

Have you seen the programs which were printed last night? The printer spent a great deal of time on them but he did not do a good job. He used green ink, which was not suitable. The pilgrim said he was tired and that he needed a rest. Do you like this brand of canned grapes? Will you guarantee it to be a good brand? Have you ever been to see the large granite rock? This grade is so steep the train cannot run on it. This train ought to go over this grade.

QUESTIONS.

How is Gra represented?
How is the Gr-hook attached to curved characters?
On which side is it attached to straight characters?
To what character is Gro attached?

LESSON XIX.

158. Kla is represented by a *large, extended, initial* hook attached to the *inside* of curved characters, and the *under* side of T, D, N, and M, and to the *left* side of other straight characters.

Kle or Kli is represented by a *large, short, initial* hook, attached to the same characters as above.

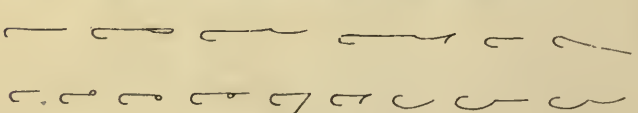
A large initial hook is attached to the *reverse* S to indicate Klo.

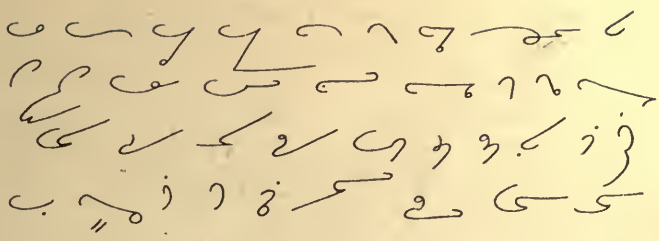
The same as the Gr-hook, the Kl-hook is generally used when the vowel follows the hook, but this hook may also be used in a few cases when the vowel comes between the K and l.

It is also used with some hook-vowels, but only in word-signs and memorized words.

In a few instances, especially when the Kl-hook occurs in the center of a word, it is placed on the opposite side of a straight character in order to secure a better joining.

159. READING AND WRITING EXERCISE.





160. KEY.

1. Claim, claimant, clamor, clamors, clan, clamp.

2. Clean, cleaner, cleanly, cleanliness, clinch, cleanse, clear, clearness, clearer.

3. Clearly, clerk, clergy, clergymen, clique, cling, clincher, gangrene, cleat.

4. Clap, clapboard, claret, clarionet, climate, clemency, clatter, clinker, clamps.

5. Preclude, seclude, include, exclude, preclusion, seclusion, exclusion, conclude,* conclusion, conclusive.

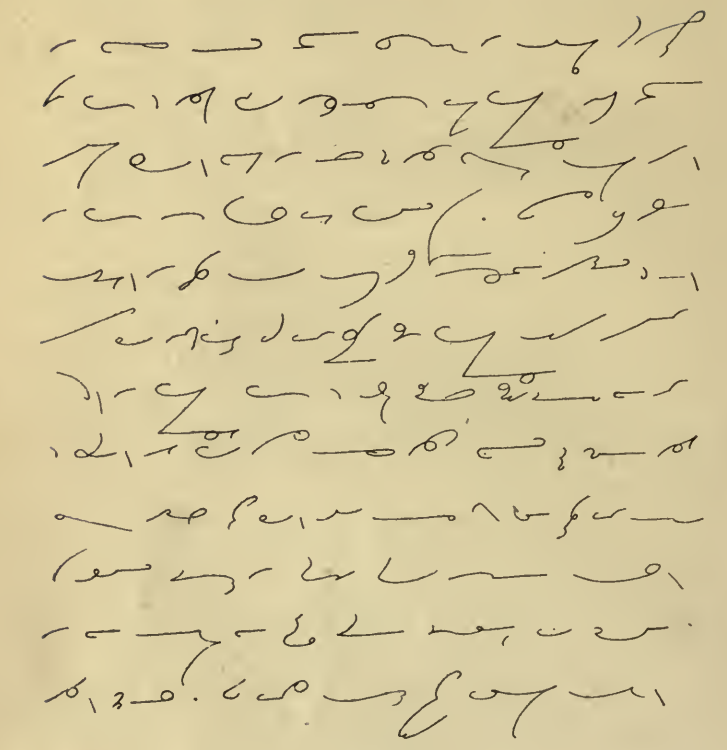
6. Clearing, Columbia, congress, class, congressional, declaimed, exclaimed, proclaimed, reclaimed.

Students who are inclined to close the Gr and Kl hooks should practice on the movement exercises which are given in the fore part of the book.

When the hand has been properly trained, these hooks can be accurately formed, even in the most rapid writing.

Con is represented by a dot.

161. WRITING AND READING EXERCISE.



162. KEY.

The claimant made a claim against the railroad company for damages, but the clerk stated that it was a clear case of neglect on the part of the clergyman and therefore the claim would not be allowed. Clinch the nails so that the

clamps will be tight. The clerk can play on a clarionet better than a great many who have taken lessons. The patient will recover if gangrene does not set in. Did you hear the clatter of the horses' feet on the pavement as the clergyman rode down the street? The clergyman's clerk stated that there was an excellent assortment of small grain at the state fair. It is clear to my mind that this climate is so warm that it is impossible to raise grapes here. There are many clingstone peaches on the market, but they are not so good as the fruit which will come later. The grain must be clean and free from screenings or we will not take it. You should nail a cleat on that loose clapboard or it will be lost.

QUESTIONS.

How is Kla represented?

How is Kle represented?

To what character is Klo attached?

To which side of straight characters is the Kl-hook attached?

Is it ever attached to the opposite side?

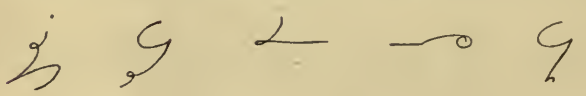
How is Con represented?

LESSON XX.

OMISSION OF LETTERS.

163. *R* is omitted in the syllables, *serve, verse, fir, quire, ure.*

conservative perverse firm inquire perjure

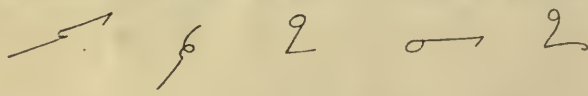


164. *A* is frequently omitted from the syllable *age,* when that syllable terminates a word.

In order to secure better joinings, a vowel preceding *tion* may be omitted.

165. *D* is omitted before *J, M,* and *V.*

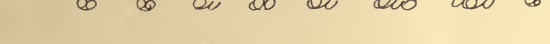
degradation passage adjourn admission advocate



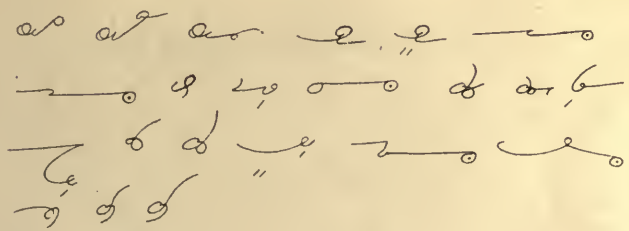
Misfit, misfortune, deceive, disadvantage, pacific, pacify, disregard, disrespect.

166. When two or more consecutive vowels not forming a pure diphthong occur in a word, one of them is usually omitted. To show how they may be used, however, the following illustrations are given:

aa ai ao ia io ioa oio ae



167. In such words as *pneumonia, ia* may be represented by placing a dot inside the circle.



1. Iota, iodine, ionic, lion, Ryan, monomania.

2. Pneumonia, oasis, snowy, ammonia, fiat, science, poem.

3. Embryo, payee, via, Leo, insomnia, Olympia.

4. Chaos, pious, bias.

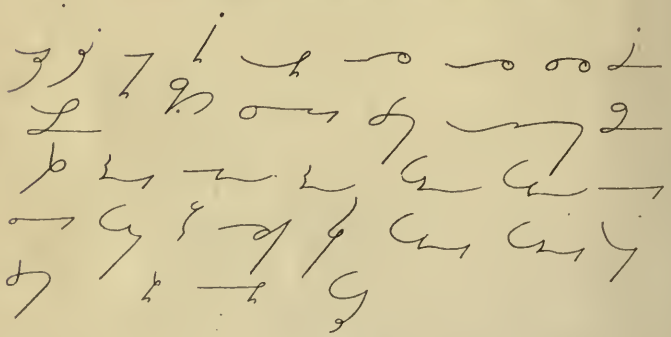
168. *Scribe* is represented by *skr;* scription, by *skr-sh, sh* representing the syllable *tion.*

Prescribe, subscribe, describe, prescription, description, discretion.

169. *Atic* is represented by a large hook attached to the underside of M and Tm.

dramatic climatic rheumatic automatic

170. READING AND WRITING EXERCISE.



171. KEY.

1. Reserve, conceive, injure, conjure, leisure, inquire, require, acquire, confirm.

2. Reaffirm, adjective, admonition, package, luggage, affirm.

3. Drayage, subscription, inscribe, subscribe, proscribe, prescribe, motion.

4. Emotion, prestige, option, cartage, voyage, prescription, proscription, storage.

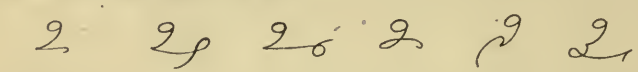
5. Trackage, treasure, measure, perverse.

LESSON XXI.

JOINED PREFIXES.

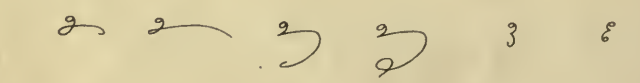
By a judicious use of prefixes and affixes, we are enabled to form very brief outlines for many long words without impairing their legibility.

172. AFTER. Afternoon, afterlife, aftermath, afteract, afterclap, after-sails.

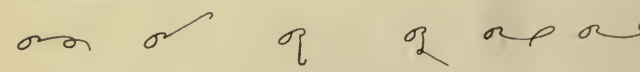


173. ULT. Ulterior, ultimate, ultramarine, ultimatum, ultimately, ultimation.

174. EX. Exact, executor, excavate, excavation, exceed, excel.

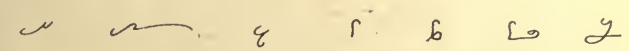


175. OUT. Outcast, outdo, outdraw, outdrink, outlast, outlay.



176. SUB. Subdue, subdivide, sublime, submit, subminister, substitute.

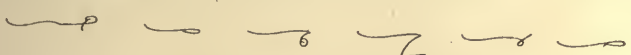
177. AL, OR. Although, altogether, also, alter, alteration, alternately, orphan.



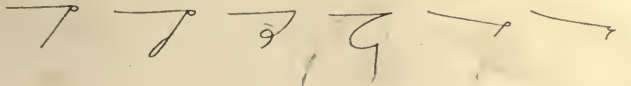
178. PER, PRO. Proclaim, perform, profound, profess, provide, permit.

179. FOR, FUR. Forfeit, foretell, foresee, forget, furnish, furniture.

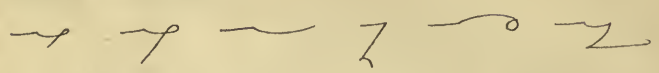
180. RECON, RECOM, RECOG. Recognize, recommend, reconcile, recompense, recommit, recommendation.



181. EM, IM. Immerge, emergent, emphasize, embroider, impeach, impose.

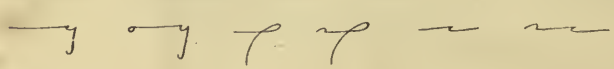


182. EN, IN, UN. Enrich, enrage, unload, unjust, engage, unreformed.

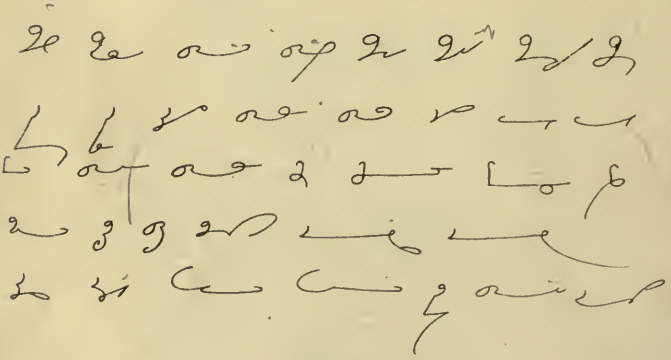


183. Words which have a positive and negative form are distinguished from each other by using the initial vowel with the negative.

moderate immoderate enable unable known unknown



184. READING AND WRITING EXERCISE.



185. KEY.

1. Aftertaste, after-writer, outlet, outrage, afterthought, aforethought, afterguard, afteraction.

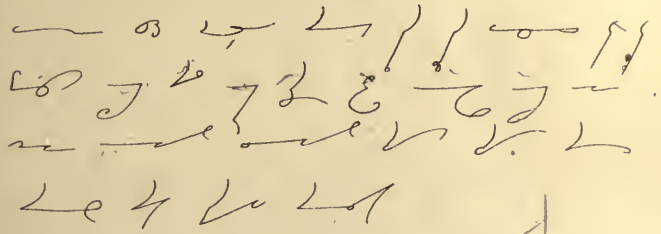
2. Subjugation, subjoin, subsidy, outran, outride, subtenant, almost, always.

3. Alternate, outrun, outline, ultraist, ultramundane, alderman, alterable.

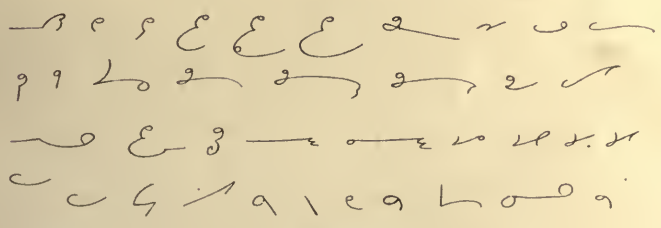
4. Exalt, excite, outfit, executive, subministrant, subminister.

5. Subsequent, substitution, promote, permit, exchangeable, outlaw, sublieutenant.

186. EXERCISE WITHOUT KEY.



187. WORD-SIGNS.



188. KEY.

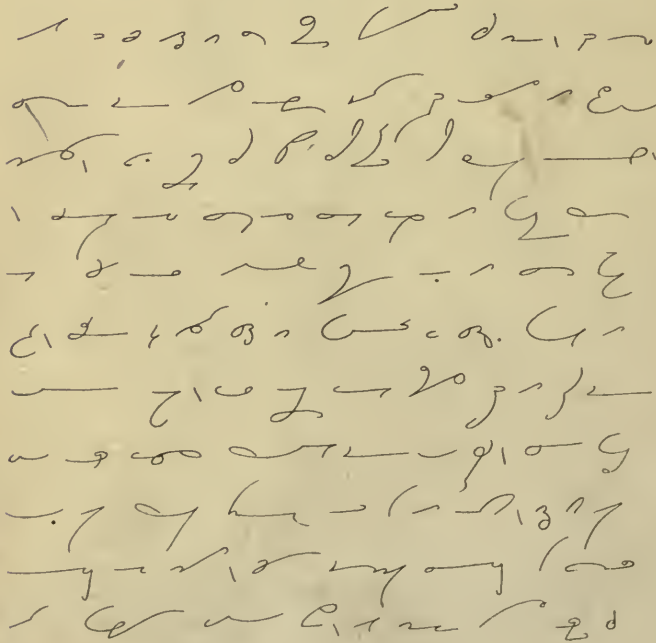
1. Enthusiasm, except, exception, express, expel, explain, example, ultimo, already, organization.

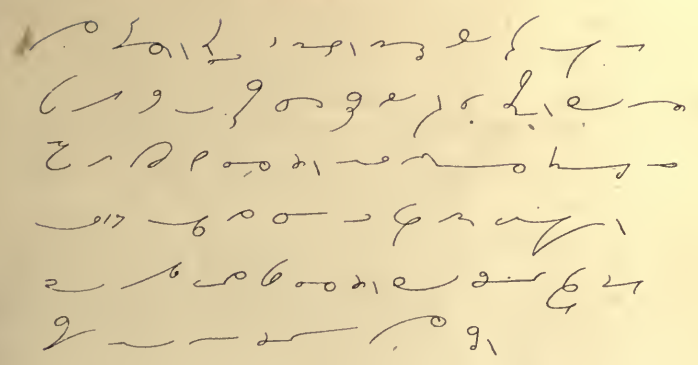
2. External, eternal, forgave, executor, executors, executrix, exercise, audience.

3. Enlarge, experience, excite, mortal, immortal, city, cities, citizen, citizens.

4. Color, clear, punish, condition, along, long, establish, astonish, dark, animal, estate.

189. READING AND WRITING EXERCISE WITH KEY.





190. KEY.

Dear Sir: We went to see you yesterday afternoon but did not find you in. We shall call again some day next week, and at that time we shall be ready to express our ultimatum. We think you have been a very independent individual, and have not endeavored to help matters. There seems to be no indication of any intention on your part to perform your work in a satisfactory manner; at least, you have done nothing to indicate a proper spirit. An examination shows that at the outset you permitted all outstanding bills to remain unpaid. Already, in fact, almost every day we have had to forfeit some of our rights on account of the indolence of some of our sub-agents. I am perfectly willing to be indulgent, but you must not be too indifferent. You say you want to be moderate in all you do. We do not ask you to be immoderate, but we cannot tell at the present time what will happen. It is unknown to me and

I shall not try to make a forecast. Further comment is unnecessary. You can see that our business will be in a bad condition if our agents act as if they were troubled with indigestion. I will give you an opportunity to defend yourself when I see you.

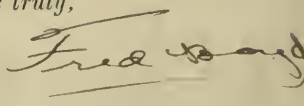
In regard to the other matter which you mentioned in your letter of the 17th, will say that I am not prepared to state what will be done. We will decide on that point when I see you. I will examine the papers as soon as I have time, and will then send them to my attorney.

191. WRITING EXERCISE.

Dear Sir: In reply to your letter which is just at hand, will say that I was at the mine this afternoon and made an examination. I was favorably impressed with the way the work is going on. If they do as well during the next two weeks they will be ready to begin mining again by the first of next month. Will you be able to export any ore this month?

I note what you say about Jones's letter. You seem to think it is necessary, but I think it is quite unnecessary for me to recognize the immoderate statements of this unknown man. He will have to surrender the property and it will do him no good to take it.

Yours truly,

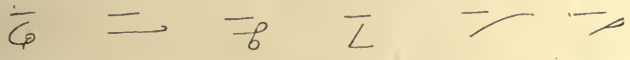


LESSON XXII.

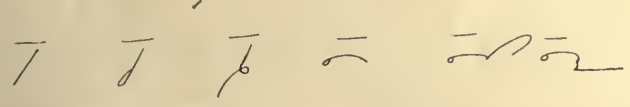
DISJOINED PREFIXES.

In the following illustrations of the disjoined prefixes, it should be noticed that the words are so written that the prefixes are above the line, with the exception of SELF-CON. SELF-CON is written on the line to distinguish it from SELF, which is represented by the same form of S.

192. ENTER, INTER. Enterprise, intermit, international, interchange, entertain, entertained.

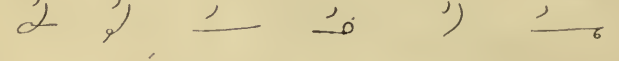


193. INTEL. Intelligence, intelligent, intelligible, intellectual, intellective, intellectualism.



194. COUNTER, CONTRI. Countermand, countermarch, counterbalance, counter-bond, counteract, contribution.

195. SUPER, SUPRE. Superfine, superficial, supreme, supernatural, superfluous, supremacy.



196. SELF. Selfish, self-evident, self-knowledge, self-esteem, self-important, self-love.

197. SELF-CON, SELF-COM. Self-conceit, self-consuming, self-control, self-command, self-confidence, self-convicted.

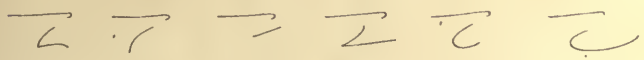
198. CIRCU, CIRCUM. Circle, circular, circumspect, circumvent, circumstance, circumstances.

199. ELECTRI, ELECTRO. Electrotype, electrocute, electricity, electroplate, electrify, electromotor.

200. ANTE, ANTI, ANTA. Antecedent, antedate, antediluvian, antipathy, antagonist.

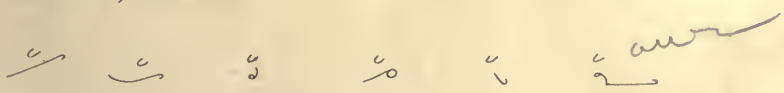
201. MAGNA, MAGNI. Magnate, magnetism, magnify, magnifier, magnificent, magnitude.

202. MULTI. Multiplication, multiply, multitude, multiform, multiplier, multiple.

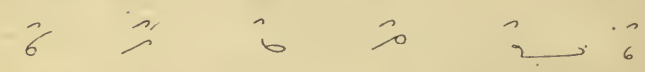


203. TRANS. Translate, transparent, transact, transit, transcontinental, transmit.

204. OVER. Overdo, overlook, oversee, overtake, overthrow, overestimate.

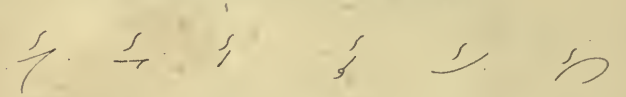


205. UNDER. Underpay, undertook, understand, undertake, underestimate, undersell.

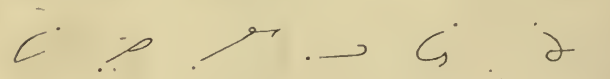


206. PARA. Paramount, paragraph, parallel, paralyze, parasite, paraphrase.

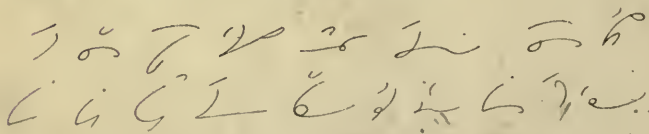
207. SUSPI, SUSPE, SUSCEP. Susceptible, suspense, suspicion, suspicious, suspend, susceptive.

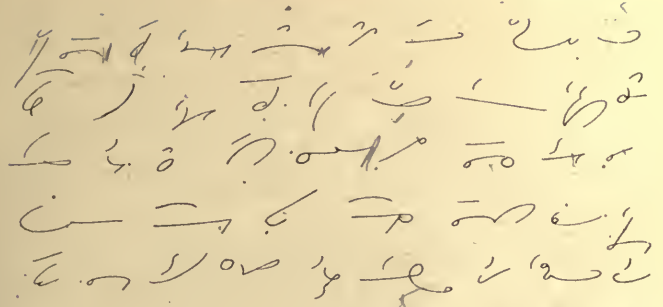


208. CON, COM, COG. Combat, contained, condense, cognate, comparison, constrain.



209. READING AND WRITING EXERCISE.





210. KEY.

1. Transfer, overact, counter-bond, self-confident, underneath, transfigure, counteract, superabundant.

2. Combat, computation, underbrush, transform, overbalance, superficial, circumscribe, compact, transgress, self-healing.

3. Overcharge, intellectual, transient, circumscription, undergo, undertook, transmit, overflow, underrate.

4. Counterpoise, controversy, self-confidence, magnify, parable, overland, self-improvement, circumspective, undersign.

5. Paramount, superstition, underhand, transitive, commander, committee, intellectually, suspense, commit.

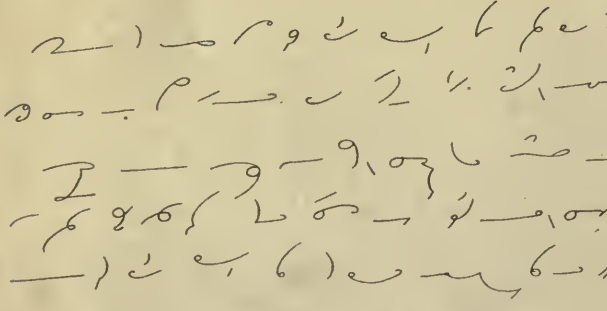
6. Compliment, counter-motion, conclude, countermarch, intellective, conceal, self-conjecture.

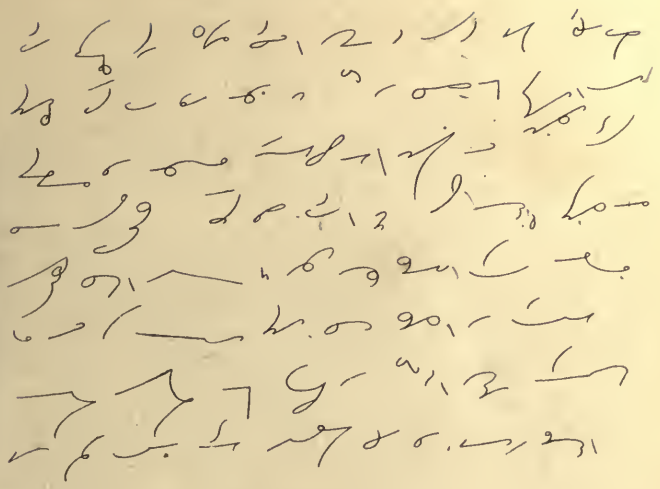
7. Transport, connection, suspend, antecedent, superstitious, self-mastery, support, self-exalted, superior.

211. WRITING EXERCISE.

1. Counter-drain, commend, self-indulgence, concentrate, electro-motive, magnetism, paradox, concentration, magnificent, electro-motion, overbearing, self-made, committal, combination, convert, circumnavigate, self-murder, connect, counter-charge, conductor, cognomen, combine, antelope, self-possessed, conclusion, consignment, antemundane, multifarious, superannuated, electrometric, multivalve, parasite, compassion, antedate, self-commune, complaint, competed, countercheck, overstated, complaisant, command, transpose, countermand, multiplex, circumjacent, circumvolation, parasitic, parachute, undertone, transparent, antechamber, conclusive, conceit, counterbalance, commendable, underact, counterfeit, circumflexion, substratum, electrify, magnifiable, companionable, commendable, oversight.

212. READING AND WRITING EXERCISE.





213.

KEY.

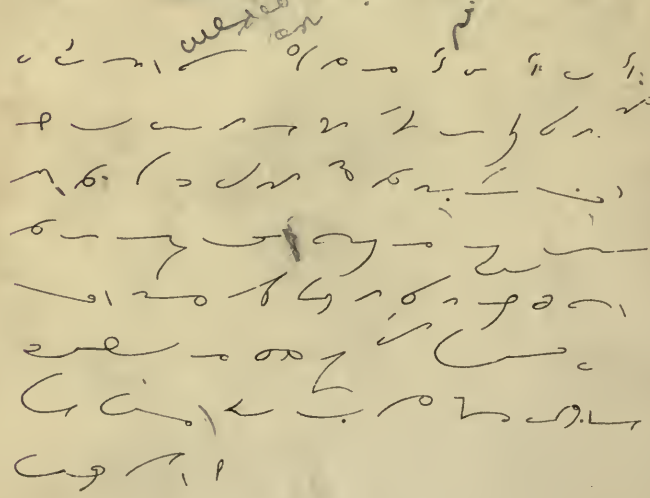
This man was recommended to me as a superior electrician, but the people were suspicious. They said he knew nothing about transmitting or transferring a circuit under ground. No one could have been more careful than I was. I knew there was a strong under-current among the people, and I saw that the business was not transacted in a superficial manner. I knew this man was a superior electrician, but he was held in restriction by not having the support, but on the contrary, having the antipathy of the superintendent.

This note is untransferable, and it was short-sightedness on your part for you to try to transfer it or sell it

and I think you overstated the amount of interest which was due.

Will you furnish me with an accurate transcription of your shorthand notes? You had better not undertake to suspend him until after you have had an interview with your superior. You should endeavor to get his consent before you take any decisive action. It may be true that this case has no parallel in history, still it would be imprudent for you to act hastily. The circulars must be distributed in order to prevent the overthrow of the society. This is the paramount question, and the people are in suspense, and they will not be satisfied with a multitude of excuses.

214. EXERCISE WITHOUT KEY.



LESSON XXIII.

AFFIXES.

Affixes, like prefixes, are divided into two classes, joined and disjoined. This lesson will be devoted to those which are joined. Special attention should be given to the affix POSE. The S is omitted to avoid a conflict with TION.

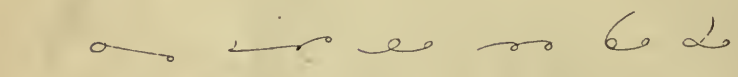
215. ALLY. Totally, shabbily, formally, readily, happily, merrily.

216. BLE. Terrible, eatable, seasonable, questionable, formidable, miserable.

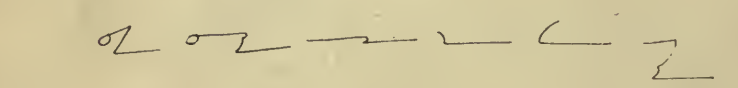
217. FUL, FORE. Trifle, careful, bashful, lawful, wherefore, therefore.

218. LESS. Heedless, careless, nameless, horseless, homeless.

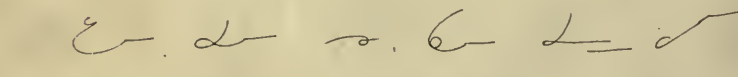
219. LY. Amply, smoothly, rarely, quickly, barely, fairly.



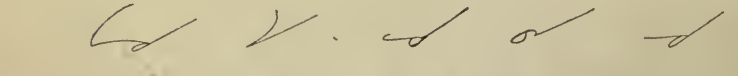
220. MENT. Attachment, amusement, movement, statement, payment, enforcement.



221. NESS. Hopelessness, fairness, keenness, bareness, firmness, hardness.



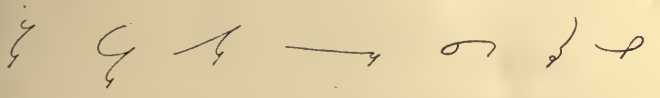
222. WARD. Backward, forward, onward, outward, inward.



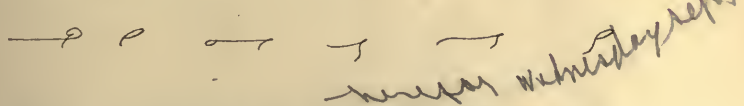
BOOKER
LAMAR
DALLAS, TEXAS

223. POSE. Repose, suppose, depose, propose, expose, oppose, impose.

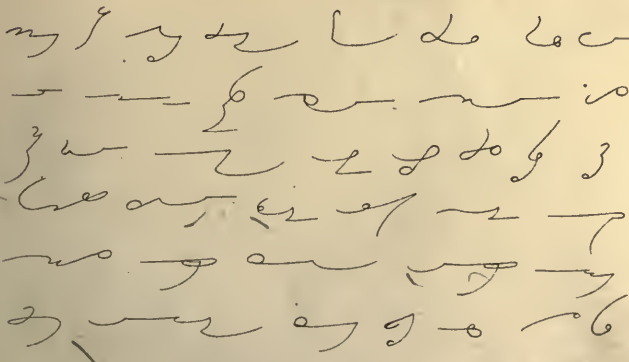
224. TION. Opposition, proposition, deposition, imposition, action, physician, ration.



225. SELF, SELVES. Myself, yourself, himself, ourselves, themselves, yourselves.



226. READING AND WRITING EXERCISE.



227. KEY.

1. Wonderful, hopeful, tastefully, senseless, odorless, fairly, freely, clearness.

2. Neatness, numbness, bashfulness, carelessness, coolness, haughtily.

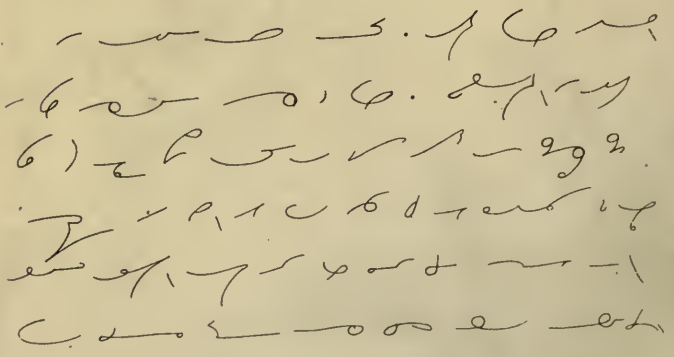
3. Watchful, soreness, motionless, richness, rationally, fatally, joyfully, wishfully.

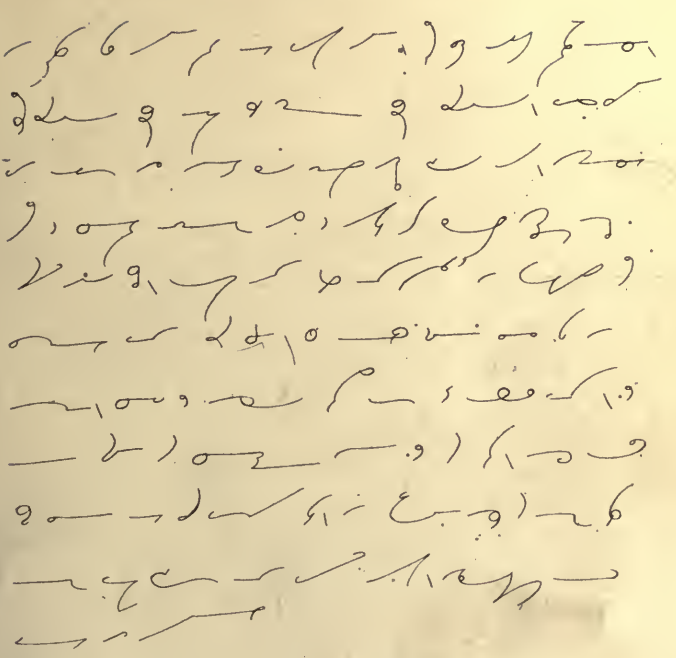
4. Prudently, heartlessness, seriousness, readable, coarseness, moveable.

5. Cordially, mindful, armless, remindful, mournful.

6. Wakeful, remorseless, harmful, gratefully, namely, timely, badly.

228. READING AND WRITING EXERCISE.





229. KEY.

The lowness of the land made it an undesirable place to live. The boy's carelessness gave his parents a great deal of trouble. The thoughtful boy was unconcerned about the lateness of the hour and continued to do his work as carefully as you could have done it yourself. It is clear that the shorthand notes were written so rapidly they are not readable. Will you be at the station when the train comes in? Please send me a statement of my

account and I will mail you a check. The bashful boy would not speak in an audible tone. He was a useful, thoughtful, and peaceable man. He was as fearless as he was noble, and as humble as he was fearless. On account of the hardness of the rock, they themselves were unable to drill a hole in it. This man's evidence is admissible, and you must take his deposition before he leaves this section of the country and forward it to our attorney. Will you be at the station in time to meet the President if he comes on the first train? I, myself, saw him when he bought the gun. I know he is careless about his work and is rarely on time. He has more fondness for amusement than he has for business. Quite lately, I saw him in a very awkward position. The hopelessness of the case was caused by a mistake on the part of a clerk in the auditing department. The counsel for the defendant made a motion to dismiss.

230. WRITING EXERCISE.

Heartless, accountable, personal, locally, doorless, notionless, cleanly, tastefulness, punctually, reliable, clearly, lateness, shoeless, mainly, heedlessness, heartful, heartily, fashionable, toothless, heedfully, sickly, painless, boastful, coatless, literally, playfully, rightful, restful, boatless, tasteless, harmlessness, finally, joyfully, dutiful, harmfulness, harmlessness.

LESSON XXIV.

DISJOINED AFFIXES.

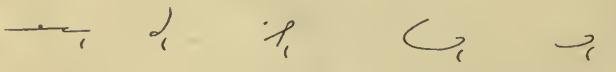
231. ING. Knowing, cheering, feeling, willing, pleading, smiling.

232. INGLY. Knowingly, cheeringly, feelingly, willingly, pleadingly, smilingly.

233. ING A. Knowing a, cheering a, feeling a, willing a, pleading a, having a.

234. ING THE. Knowing the, cheering the, feeling the, finding the, pleading the, having the.

235. INGS. Moanings, feelings, teachings, pleadings, readings.



236. INGTON. Washington, Harrington, Kensington, Lexington, Remington.

237. FICATION. Ratification, classification, modification, gratification, notification, edification.

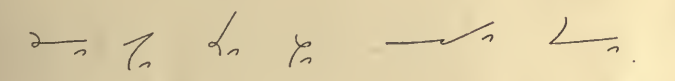
238. MENTAL. Fundamental, sentimental, experimental, ornamental, monumental.

239. OGRAPH. Autograph, photograph, lithograph, stenograph, mimeograph, phonograph.

240. OGRAPHY. Geography, photography, biography, stenography, autobiography, pyrography.

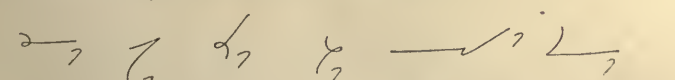
241. OGRAPHER, OGRAPHIC. Photographer, biographer, stenographer, lithographic, photographic, stenographic.

242. ULATE. Stimulate, tabulate, gesticulate, stipulate, modulate, formulate.



243. ULATED. Stimulated, tabulated, gesticulated, stipulated, modulated, formulated.

244. ULATION. Stimulation, tabulation, gesticulation, stipulation, modulation, formulation.



245. ULATOR. Stimulator, tabulator, gesticulator, stipulator, modulator, formulator.

246. ULATIVE. Stimulative, accumulative, manipulative, speculative, cumulative.

247. ICLE. Vehicle, physically, musical, bicycle, logical, logically.

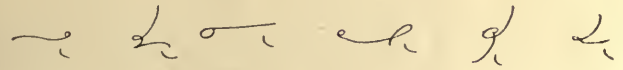
248. SHIP. Township, steamship, friendship, apprenticeship, clerkship, hardship.

249. ERITY, ARITY, ORITY, ALLITY, ILLITY. Hilarity, minority, brutality, nationality, morality.

250. OLOGY. Biology, physiology, geology, phrenology, psychology.

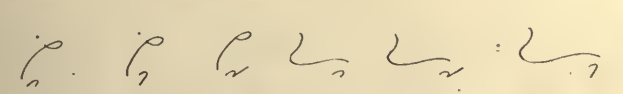
251. OLOGIST. Geologist, phrenologist, biologist, psychologist.

252. ISITY, OSITY. Curiosity, viscosity, animosity, elasticity, vivacity, ferocity.

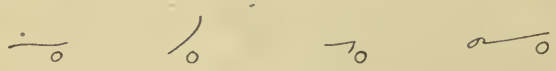


253. ESTIC, ISTIC. Domestic, majestic, artistic, drastic, gymnastic, elastic.

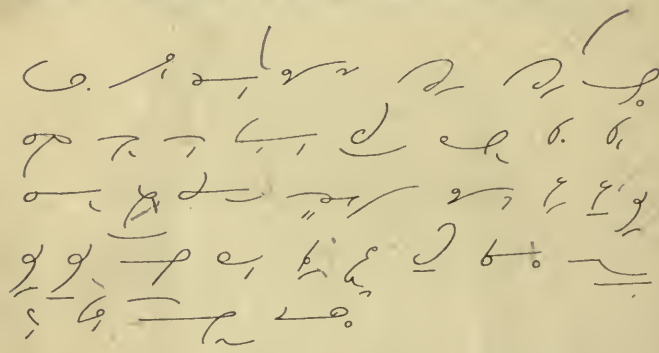
254. UATE. Habituate, habituation, habituated, fluctuate, fluctuated, fluctuation.



255. ANITY. Christianity, vanity, insanity, humanity.



256. READING AND WRITING EXERCISE.



257. KEY.

1. Playing, dealings, steamship, extenuated, defending the, defeating the, laughingly.

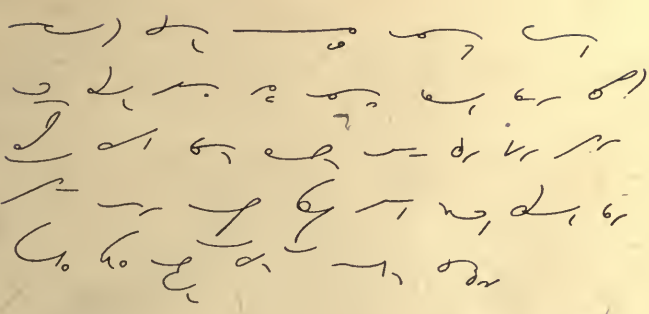
2. Accountable, capacity, courtship, penmanship, vitality, elasticity, painting, paintings.

3. Animosity, stability, familiarity, Kensington, extenuation, hoping the, hoping a, serving the.

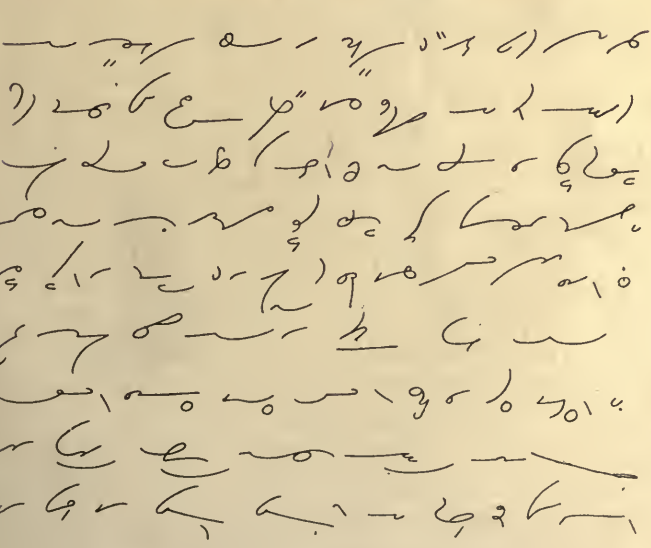
4. Saving the, saving a, magical, airship, cherishing the, expostulate, cultivating a, charmingly, instrumental.

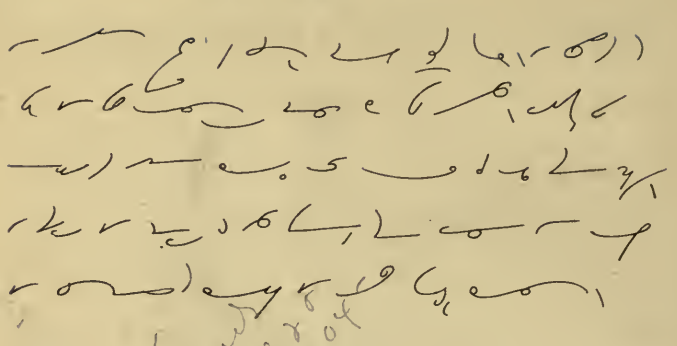
5. Authorship, partnership, manipulator, smilingly.

258. READING EXERCISE.



259. READING AND WRITING EXERCISE.





260. KEY.

Mr. Kensington, while at Washington, said it is a gratification to know that the classification is now beyond an experimental stage, and that he is confident no further mortification will be felt, or alteration be necessary. You say you are familiar with Biology and Phrenology, and that you are going to study Physiology and Psychology before you begin the studies of Theology and Geology. The stenographer said the tabulator was out of order and that he would not continue to use it. High speed cannot be attained unless the fundamental principles are well learned. Humanity and Christianity are not long associated with vanity and insanity. Owing to the brutality, rascality, and lack of morality in one of the members of the partnership, and the bombastic pomposity of the other, no friendship existed between them. The dog exhibited much sagacity as well as physical strength. The identification was positive and the point of legality is now established beyond doubt. Although it was a great mortification to him, he

willingly read the letter which he received from Washington. The photographer and the stenographer said that the penmanship was more ornamental than legible, and the argument was illogical and the entire proceedings illegal.

261. WRITING EXERCISE.

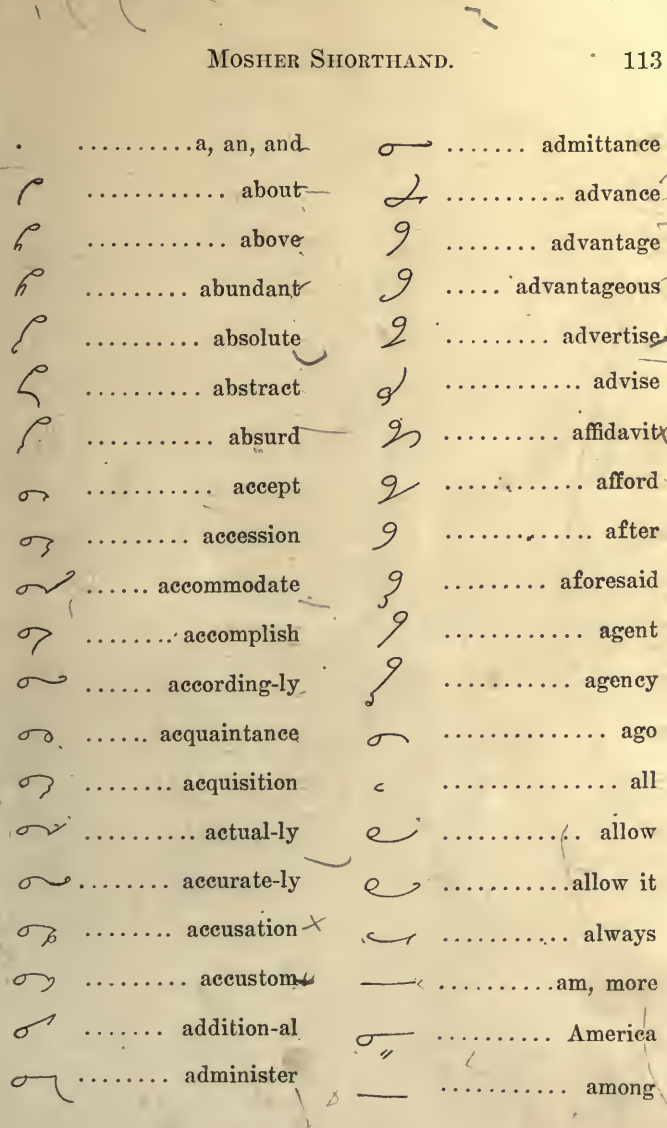
Ecclesiastical, clerical, flashing the, shooting a, mailing the, lovingly, reading a, jumping the, cultivating the, coming the, knowingly, believing the, periodical, legality, fellowship, writings, paintings, painting the, leavings, revealings, seamanship, steamship, numbness, moving the, turning a, strikingly, twitting the, twittingly, seemingly, warningly.

WORD-SIGNS.

In taking ordinary dictation, about nine-tenths of the words are represented by some of the word-signs found in the following list. Those who wish to become rapid writers and good readers of shorthand should write this list over and over again.

While learning the word-signs, it is not advisable to confine the study exclusively to them. Better results can be obtained by learning, for instance, a page a day, when going over them for the first time, and devoting the rest of the study to reviewing the text-book from the beginning. A portion of each day should be devoted to studying word-signs, until they have been so thoroughly mastered that they can be written as rapidly as the writer can move his hand. It is not expected that this result will be attained the first time they are gone over.

When going over the word-signs the second time, two pages should constitute a lesson, the third time over, three pages, and the fourth time, four; after that at least five pages a day should be taken for a lesson. Each time they are written, the writer should endeavor to write them a little more rapidly than he did before. By thus devoting a few minutes each day to their study, they will soon become so memorized that they will be of great assistance in acquiring high speed.


a, an, and
about
above
abundant
absolute
abstract
absurd
accept
accession
accommodate
accomplish
according-ly
acquaintance
acquisition
actual-ly
accurate-ly
accusation
accustom
addition-al
administer
admittance
advance
advantage
advantageous
advertise
advise
affidavit
afford
after
aforesaid
agent
agency
ago
all
allow
allow it
always
am, more
America
among

..... amongst

..... amount

..... and

..... angel

..... anguish

.... announce-ment

..... annual

..... another

..... answer

..... any

..... apologize

... appreciate-tion.

..... approve

..... arrangement

.....are, our

..... arrive

..... ascertain

..... ask

.....assembly-ed

..... assignment

..... assistance

..... associate

..... association

..... assort

..... assure

..... astonish

 ..... attention

 .....at, it

 ..... attorney

 ..... author

 ..... authority

 ..... avoid-able

 ..... aware

 ..... awkward

 ..... beauty

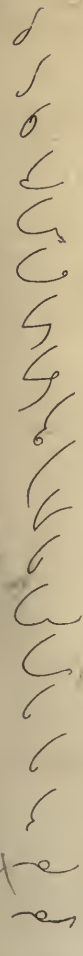
 ..... beautiful

 .....be, but

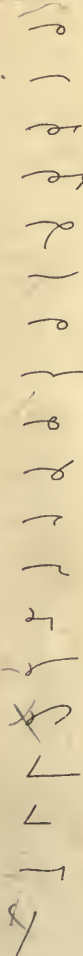
 .....become, book

 ..... been

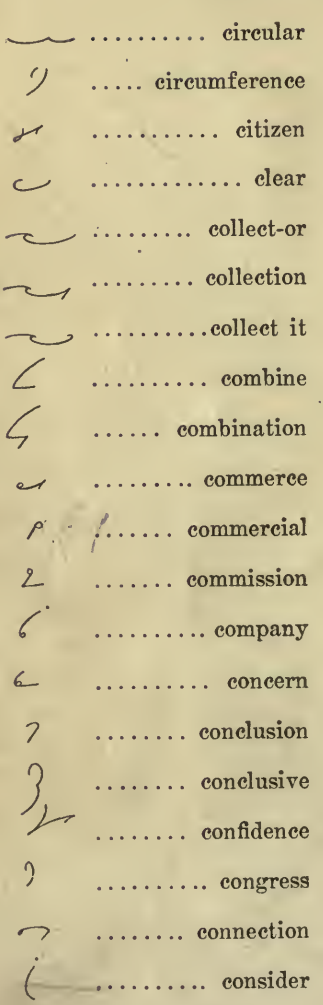
 ..... before



beforehand
before it
behind
behold
belong
believe
benefit
benevolent
beside
better
between
beyond
bill-of-lading
blood
body
bought
business
calculate
calculation
call



came
can, court
cancel
cancellation
capable
car
care
cargo
carry
catalogue
cause
caused
central
certain
certificate
chairman
change
character
charge
children


circular
circumference
citizen
clear
collect-or
collection
collect it
combine
combination
commerce
commercial
commission
company
concern
conclusion
conclusive
confidence
congress
connection
consider
consideration
conspicuous
constitution
consult
convenient
conversation
co-operate-tive
correct
correspondence
corroborate
cost
could
counsel
country
countrymen
coupon
course
cover
credit
curious

custom

danger

date

deceive

decide

defendant

degenerate

degree

deliver

dependent

deposit

derive

deserve

desire-ous

desirable

debt

December

deed

delinquent

demurrage

department

detective

develop

dictionary

different-ce

difficult

dignity

diligence

direct

disadvantage

disappointment

discover

discount

discuss

disposal

disproportionate

dissatisfy

distinct

distinguish

doctrine

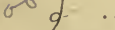
..... dollar

....doubt, doubtful

..... draft

..... drayage

..... duplicate

 ..... eastern

..... educate

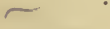
..... education

..... either

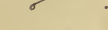
..... enclos-ure

..... encounter

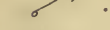
..... end

 ..... endictment

..... endorse

 ..... engage

..... England

 ..... enormous

..... enough

..... enroute

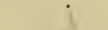
..... enter

..... entire

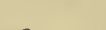
..... entitle

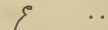
..... eminent

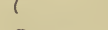
..... especial-ly

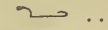
 ..... estimate

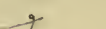
..... every

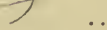
 ..... evidence

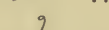
 ..... except

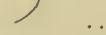
 ..... exception

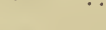
 ..... exchange

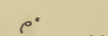
 ..... exclaim

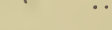
 ..... excuse

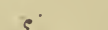
 ..... executor

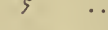
 ..... executors

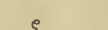
 ..... executrix

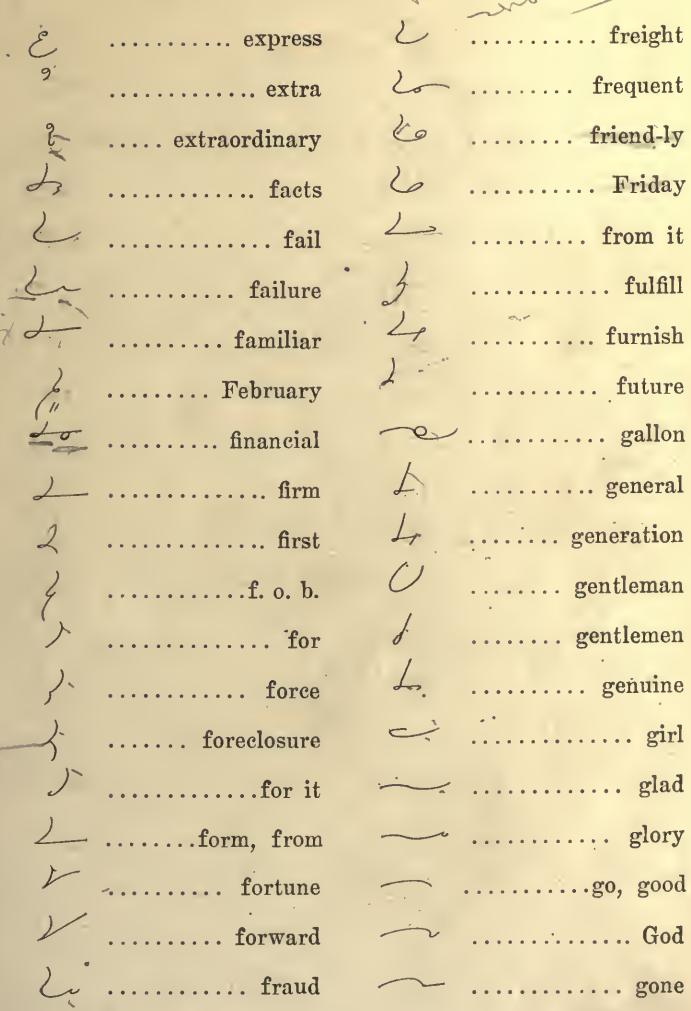
 ..... exercise

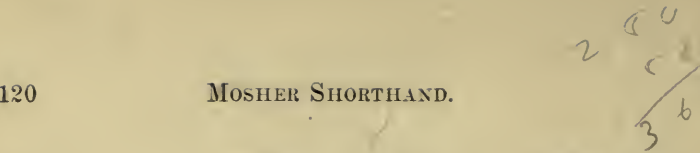
 ..... exhaust-ible

 ..... existence

 ..... expensive

 ..... explain


express
extra
extraordinary
facts
fail
failure
familiar
February
financial
firm
first
f. o. b.
for
force
foreclosure
for it
form, from
fortune
forward
fraud
freight
frequent
friend-ly
Friday
from it
fulfill
furnish
future
gallon
general
generation
gentleman
gentlemen
genuine
girl
glad
glory
go, good
God
gone



got ..... ignorant-ce

government ..... in accordance

gratitude ..... inasmuch as

ground ..... include

guarantee ..... inclusive

guilty ..... indenture

have ..... independent

have it ..... indorse

he ..... inexhaustible

herein ..... inferior

hereinafter ..... injury

hereto ..... in

heretofore ..... in it

herewith ..... innocent

hesitate ..... insist

hindrance ..... inspect

hitherto ..... instance

how ..... instant, inst.

however ..... instantaneous

hundred ..... instead

institute
institution
insurance
intemperance
intend
interrupt
inquire, inquiry
invoice
immediately
important-ce
improvement
improve it
imprudent
is
is it
January
judge
judgment
July
June

jury
jurisdiction
justify-able
keep
language
learn
legislation
legislator
legislature
length
let
letter
liberty
like
literature
litigation
little
local
logic
long

..... longer

..... look

..... loyalty

..... magazine

..... make

..... majority

..... manufacture

..... March

..... market

..... material

..... materially

..... maturity

..... May

..... measure-ment

..... memorandum

..... memoranda

..... merchandise

..... merit

..... Messrs.

..... method

..... middle

..... miscellaneous

..... miserable

..... misery

..... misfortune

..... Miss

..... Mr.

..... Mrs.

..... mistake

..... moderate

..... moderation

..... Monday

..... more

..... mortgage

..... mortgagee

..... mortgagor

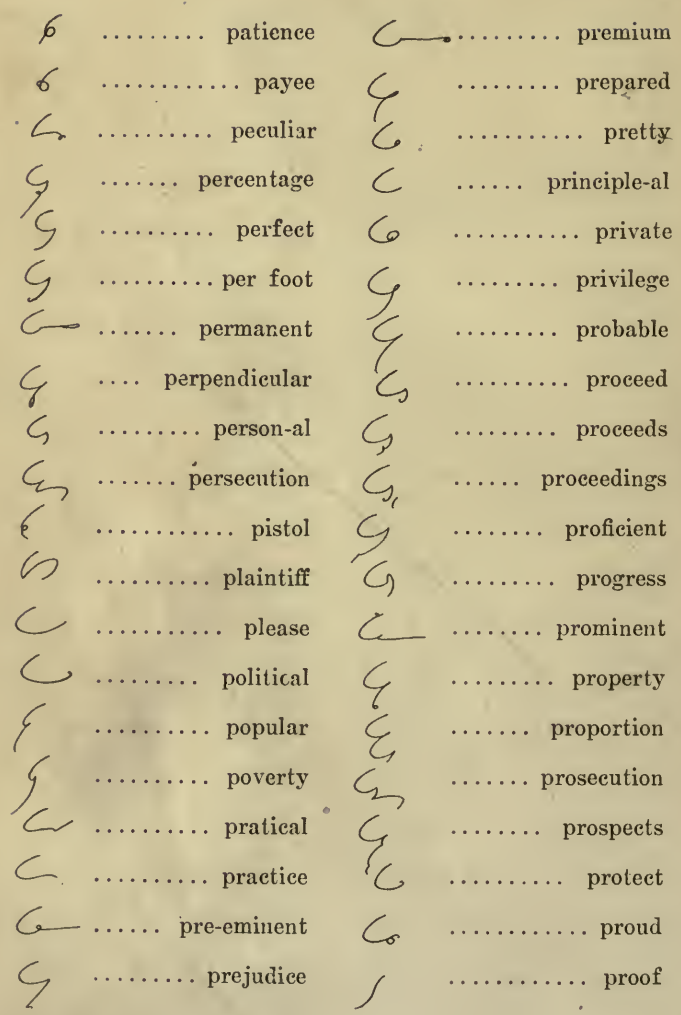
..... most

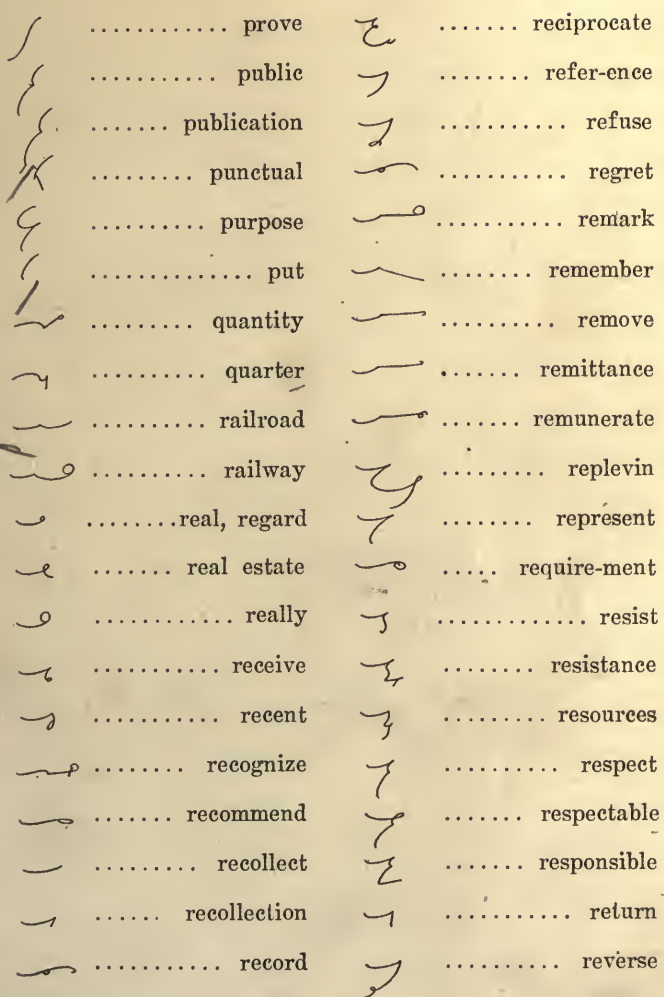
..... movement

..... much

..... mutual

must
name
namely
nature
natural-ly
neglect
new
newspaper
never
next
north
No sir
November
number
object
oblige
obligation
observe
occasion
o'clock
occur
October
of
O. K.
omit
one
operation
operator
opinion
opportunity
order
ordinary
organ
organization
original
other
otherwise
out
over
particular


patience
payee
peculiar
percentage
perfect
per foot
permanent
perpendicular
person-al
persecution
pistol
plaintiff
please
political
popular
poverty
pratical
practice
pre-eminent
prejudice
premium
prepared
pretty
principle-al
private
privilege
probable
proceed
proceeds
proceedings
proficient
progress
prominent
property
proportion
prosecution
prospects
protect
proud
proof


prove
public
publication
punctual
purpose
put
quantity
quarter
railroad
railway
real, regard
real estate
really
receive
recent
recognize
recommend
recollect
recollection
record
reciprocate
refer-ence
refuse
regret
remark
remember
remove
remittance
remunerate
replevin
represent
require-ment
resist
resistance
resources
respect
respectable
responsible
return
reverse

 ..... revolution

..... revolve

 ..... revolver

 ..... revelation

..... reward

..... ridiculous

..... sacrifice

 ..... satisfactory

..... satisfactorily

..... Saturday

..... says

..... scarce

..... search

..... secure

..... security

..... seldom

..... send

..... sent

..... separate

..... September

..... serious

..... serve-ice

..... settle

..... settlement

..... several

 ..... shall

..... shall it

..... short

..... should

..... side

..... significant-ce

..... signature

 ..... silence

..... singular

..... situate-ed

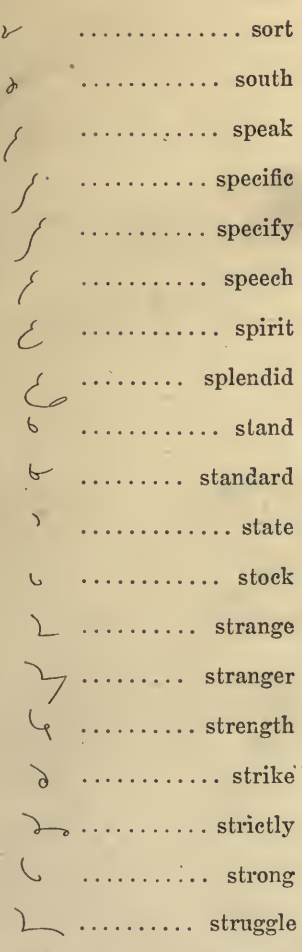
 ..... situation

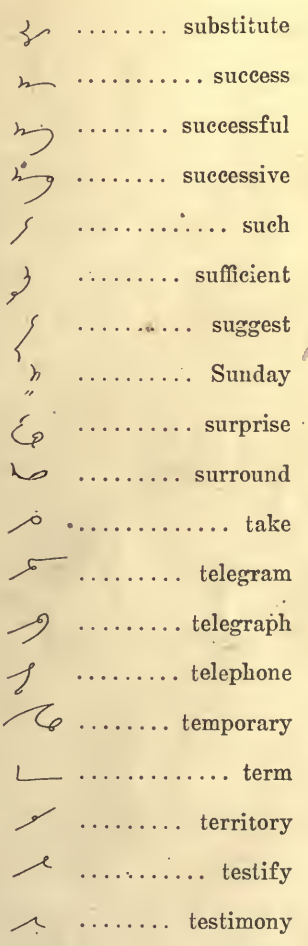
..... society

..... some

 ..... sometime

..... somewhat


sort
south
speak
specific
specify
speech
spirit
splendid
stand
standard
state
stock
strange
stranger
strength
strike
strictly
strong
struggle
student


substitute
success
successful
successive
such
sufficient
suggest
Sunday
surprise
surround
take
telegram
telegraph
telephone
temporary
term
territory
testify
testimony
that

..... thankful

..... the

.....their, there

..... them

..... these

.....thing, think

..... this

..... those

..... thousand

..... throughout

..... time

..... told

..... told it

..... tomorrow

..... to-wit

..... trial

.. .. trust

..... trustworthy

.....truth, true

..... Tuesday

..... typewriter

..... ultimo

..... unavoidable

..... under

..... unfortunate

....United States

..... universe

..... unless

..... unsecure

..... until

..... upon

.....upon it

..... urgent

..... use

.....usual, wish

.....wish it

..... value

..... valuation

..... variety

..... various

..... venture

..... verdict

..... versus

..... vice versa

..... vicinity

..... virtue

..... want

..... warrant

..... was

..... wealth

..... Wednesday

..... week

.....well, will

.....were

.....were it

..... what

.....what it

..... wherefore

..... whether

 ..... while

.....while it

 ..... will do

..... with

 ..... withdraw

..... withdrew

..... without

 ..... witness

..... witnesseth

 ..... wonder

.....word, we

 ..... worn

..... worse

..... worth

 ..... work

..... world

 ..... would

 .....would it

 ..... yes

 .....yes sir

..... yesterday

..... yourself

..... indeed

..... industry

..... rule

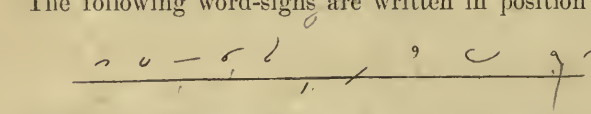
.....then, than

..... very

..... imagine

..... imagination

The following word-signs are written in position:



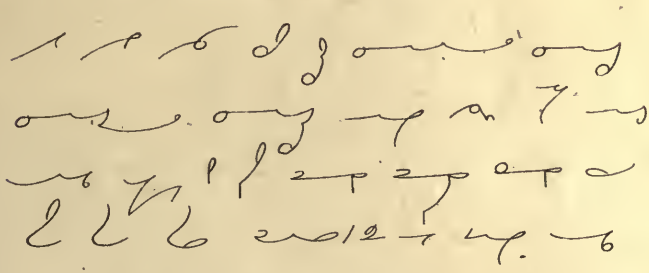
Under, over, enter, herewith, follow, how, it would, extra, color, either, thousand.

CORRECTION: On page 119, the words "friend" and "Friday" are transposed. On page 122, in the word "memorandum," the letter "o" is partially omitted.

PHRASING.

The advantages of phrase-writing are not measured by the number of phrases used, but by the judicious selection of same, and the ability to write each phrase accurately and rapidly.

The following have been selected as practical business phrases, and not as wonderful phrase-building curiosities. They should be studied from day to day until they can be written and read with ease and rapidity.

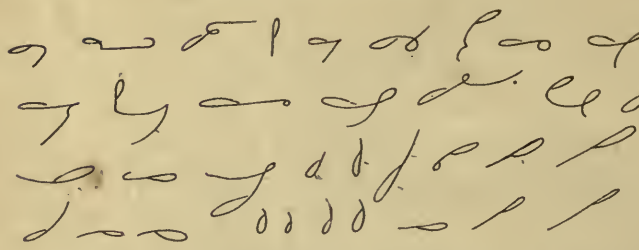


1. Dear Sir, Dear Miss, Dear Madam, your favor, your esteemed favor, I am in receipt of your letter, I am in receipt of your favor.

2. I am in receipt of your esteemed letter, I am in receipt of your esteemed favor, in reply, thanking you, and oblige, in receipt.

3. Will receive, our best attention, yours truly, yours very truly, we remain yours truly, we remain yours very truly, I remain yours truly, yours respectfully.

4. Yours very respectfully, very respectfully, very respectfully yours, we are in receipt of yours of the 12th inst. and in reply will say.

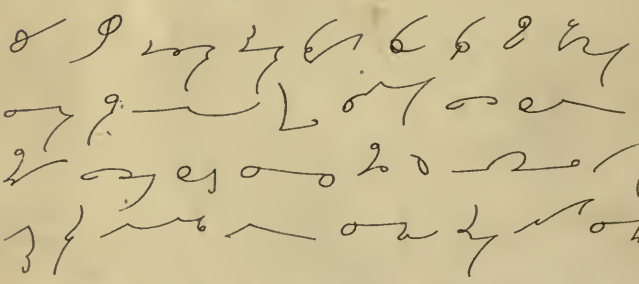


1. Your question, your estimate, your telegram, your order, your insurance, your catalogue, your business, your name, your reply.

2. Your message, your order will have, your money, your life, your dwelling, your place, have your.

3. Will your, on your, leave your, ship your, order your, judge your, with your, would your, did your.

4. Haven't, can't, can your, is your, isn't, wasn't, was your, in your, wouldn't, didn't.

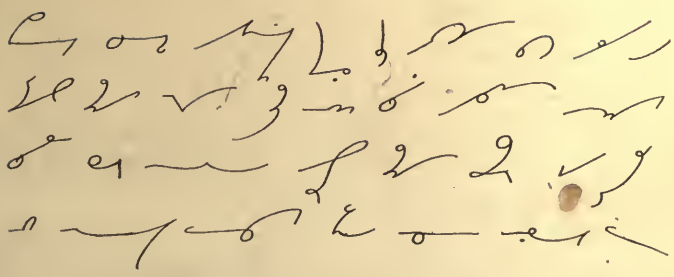


1. Why had, why have, as quick as possible, as soon as possible, best attention, by wire, by a, great while, hope this will be, was there.

2. He must be, I shall be, more or less, was there not, I think it will be, we could, I remember, I sent you.

3. If you do not, we could not have, I returned, I may be able, if they, is at hand, in this manner, it must be.

4. It was said, f. o. b., it will receive, it may be, I am sorry to hear, First National Bank, at all times, I am sure.

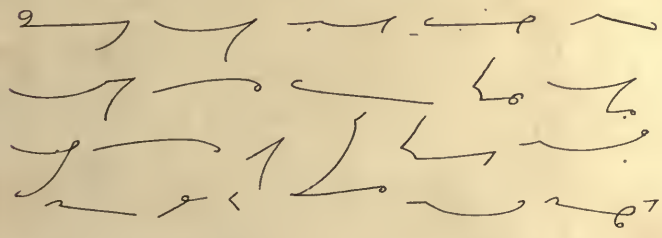


1. Above mentioned, I am sorry, describe to the jury, was there anything, direct examination, at this time, with this, at an early date, in it.

2. A few days, if you do, a long time, if you have, in the world, I had, day or two ago, calling your attention.

3. I had been, I return, car load, day before yesterday, if you do not, I have been there, a dollar, and if there is.

4. A hundred, and will there be, all of my attention, hope you are, and I am, anything else, all may be.



1. As a matter of fact, will there be, nothing else, all matters, it is important.

2. Will there not be, give there, all may be there, just now, will there be anything.

3. Left there, got there, it would be, and have their money, just mentioned, and live there.

4. You may be, it would have been, and there, and let there, you may be able to see, and a.

Dear Madam:—In reply to your esteemed favor of the 9th inst. will say that your property, which was in our hands, has been sold, and your money is now on deposit in the First National Bank, where it awaits your order. I think it will be well for you to write them at an early date and make arrangements as to interest, etc. I was there a few days ago, and I am sure they will do what is fair, though of course there is more or less risk incurred.

If you do not care to attend to it yourself, and if there is anything else we can do to serve you, we would at all times be pleased to do so.

I hope this will be satisfactory, and that all may be arranged in accordance with your wishes, before a great while. *Very respectfully yours,*

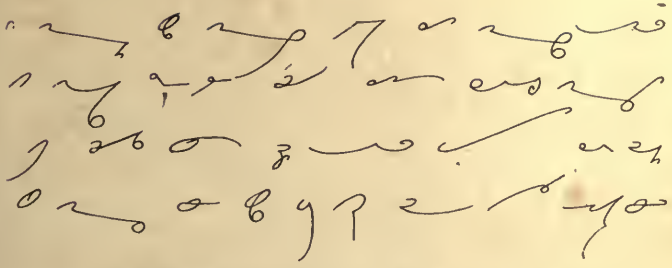
Dear Sir:—We are in receipt of yours of the 12th inst., and in reply will say that your order will receive our best attention.

Your telegram of day before yesterday is also at hand, and we will ship the additional goods with the others as quick as possible.

Was there not anything else that we could add in order to make a carload shipment? If you do think of anything further, let us know by wire, and I may be able to include such order, as it will be a few days yet before the goods can be sent.

Hoping that your business will not suffer by the delay, and thanking you for your favor, we remain,

Yours very truly,

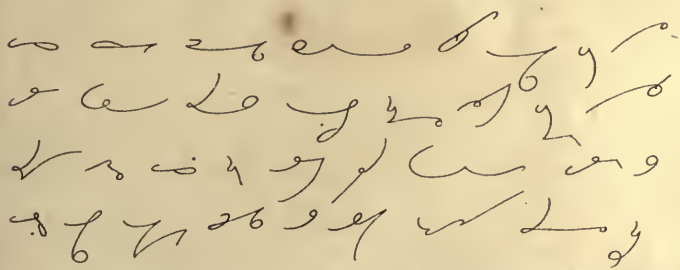


1. You were, you may be sure, I want to see, you may be able to have, it would not be, year or two, you may be able to say, will you write.

2. You want, you will be able, whether or not, it would have been, we won't, year or two ago, where do you reside, you may be able to do.

3. You want to have, we would say, I want to go, we sent you, will write, what did you do, were there, we are sure.

4. I want, you may be able, why in, I want to say, who was there, this order, we will, to meet, notary public, why not.

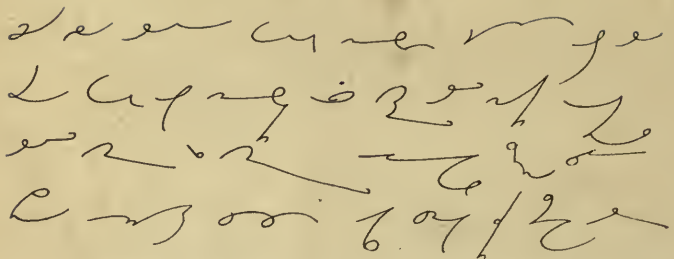


1. On account, your most, we will say, where do you live, I want to do, will be able, who was there, to me.

2. Ought to have been, pretty well, very large, left hand, so as to give, they would have, who was in there, tonight.

3. First time, two or three. on hand, so long, they will not have, very much, please look, ought to have been there, that will.

4. On either hand, they will be able, our prompt attention, we would say, they will, they ought to be, state what you did, very many, so far as.

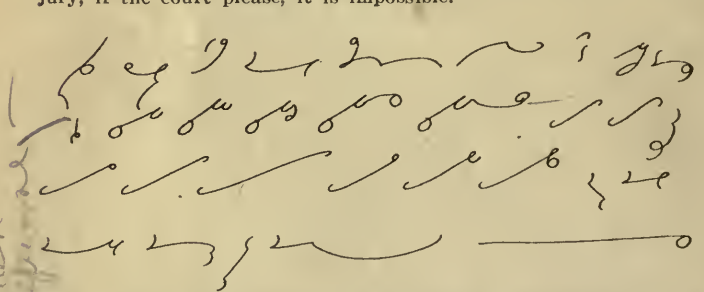


1. We want, they were, they are well, please return, you may state to the court, some time ago, they will have, they are.

2. Very well, please state, they will be, you may state to the jury, right hand, this is important, they will not, you may tell the jury, will have your letter.

3. They are not, this may be, there were, this may be important, know all men by these presents, I trust you are, I told him.

4. I hope you will, calling your attention to the fact, again and again, to be able, House of Representatives, gentlemen of the jury, if the court please, it is impossible.

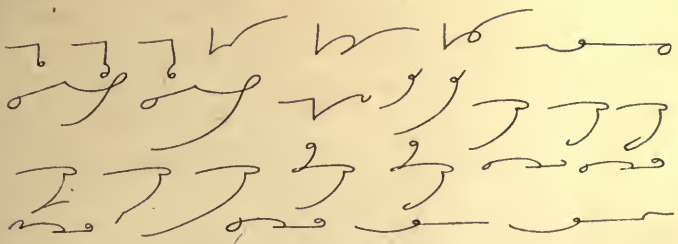


1. Just about to state, early as possible, circumstantial evidence, as well as, if you can go, at any rate, under the circumstances, at all events, circumstances of the case.

2. Direct examination, I don't, I don't know, I don't see, I don't care, I don't like, what do, what do you, as far as.

3. What did he, what did you, what did you do, what did he tell, what did he tell you, what did he say, as long as, as near as.

4. As low as, as good as, as much as, sooner or later, in the matter.

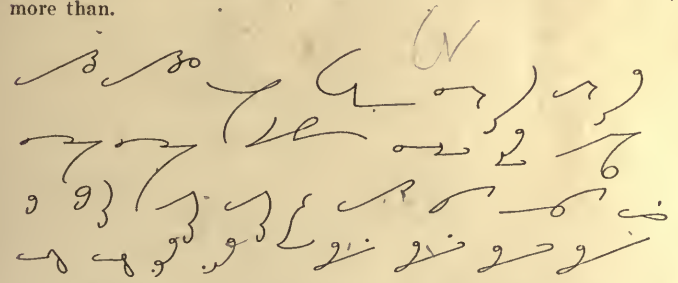


1. In order to hear, in order to see, in order to sell, during the time, during this time, during that time, in regard to the matter.

2. I would like to have, I would like to have their, in order to know, and if, and if there, could have, could have it, could have had.

3. Could have the, could have a, could have their, if he could have, if he could have had, he could not, he could not tell.

4. You could not tell, I could not tell, little more, little more than.



1. What did you say, what did you say to that, will he be there, by return mail, when there is, for there is, what there is, if there is.

2. He could not be, he could not be there, few days ago, when it is not, if it is not, would not be able.

3. He said, I said, was said, it was said, what was said, specific recollection, what do you want, your attention, my attention, on hand.

4. On the other hand, on either hand, if he has, if it has, if he had, if he had it, if he had had, if he did.

Sometimes, while standing on a street corner, waiting for a car, one can hear snatches of conversation, which make one somewhat curious as to further facts in the case. For instance, the following:

"Well, as a matter of fact, it is important that all matters be arranged before I leave home, and they ought to be settled today."

"Yes, sir, I know it would have been better if we had settled them a year or two ago, but this is the first time in two or three years that there has been nothing else in the way of my doing so. Just now I have the money on hand and can pay the note as well as not."

"Will there be anything to prevent you calling at my office tonight?"

"Will there not be time in the morning?"

"You may be able to have time, by starting from home early enough to reach me before train time, though it would have been better to have come tonight, so as to give us time to discuss it fully, as it is important that we understand each other."

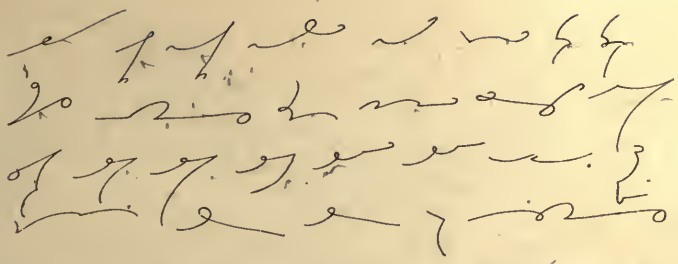
"You may be sure that I want to see you well enough to be on hand early in the morning, but I can't possibly come sooner."

"Very well, I want to do what is fair, so we will say 8 o'clock tomorrow morning."

"So far as I know, that will suit me all right."

"Where do you live, now?"

And before you are able to hear the reply, your car comes along, and you wonder if that man really means to keep that appointment, and pay the note, or whether they will be able to settle up their affairs, after all.

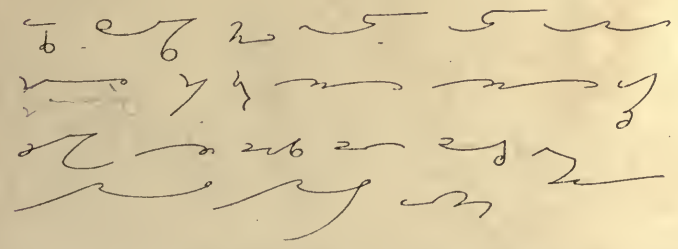


1. Tell what you did, tell the jury, you may tell the jury, you may tell where it, you may tell it, third class rate, party of the first part, party of the second part.

2. Every day, in this matter, first-class, you can not, we may be able to do, it will be there.

3. I would be pleased, they will not be, they will not be there, they will not have, they are not, they are in, are you willing, we have drawn.

4. Some time ago, that may be, they may be, there was, give this matter.

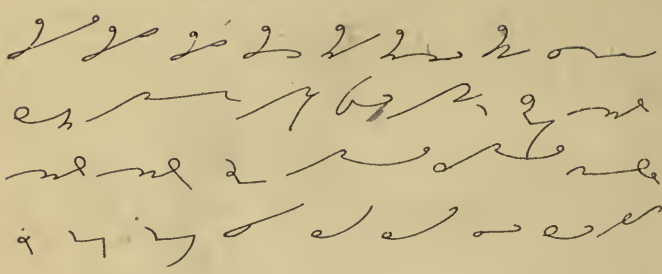


1. On the contrary, I will not be able, you should not, you will claim, our claim, will you look.

2. State how many, state how much, so long as, can you get, could you get there, what have you to say.

3. We would not be willing, give you, we note what you say, we enclose, we will try, how long have you known him.

4. Did you live there, did you leave there, on this question.



1. If he did tell, if he didn't, if he wouldn't, if he could, if you would, if you could not, if you want it, I cannot recollect.

2. I will ask you, do you mean to state, do you know the plaintiff, beyond reasonable doubt, do you want it understood, has there not been, can you tell there.

3. Can you tell whether, can you tell whether there, state whether or not, do you live, where do you live, you may state whether.

4. Went there, is it not true, is it not a fact, when did, when would, when would it, when it, where it, tell what you.

Dear Sir:—I am in receipt of your esteemed letter of a few days ago, and in reply will say, in regard to the matter of which you speak, that it is impossible, under the circumstances, for me to help you in the case at hand. I am very sorry to say that, during this time, I shall be engaged on another case which I don't like as well as the one you mention. If there is anything I can do to help you, by correspondence, I hope you will let me know, for there is some time yet before the House of Repre-

sentatives meets, and, until that time, I am willing to do as much as I can for you. I will refer you to a friend who lives in your city, and who may be of some assistance to you. He is Hon. James Porter, and his address is 217 N. 24th St. I will ask you to call on him as soon as possible and let me know by return mail if he has time to aid you in the matter. I trust you will win your case and I would like to have information, from time to time as to yur progress. I may be able to come down in a few days, and if it is not too late, you may state the circumstances of the case to me, and I will advise you, as near as I can, as to what I think would be best for you to do. In case I am unable to come, please inform me as to the following points:

Do you know the plaintiff, personally? Has he any but circumstantial evidence to prove his case? What did he tell your friend about it, and what did you say to that at the time, when you heard of it? What do you want done with the property? Do you know, beyond a reasonable doubt, that the plaintiff went to that place in order to hear what he could, and state whether or not he went there often? Can you tell whether there are any other interested parties? When did you first hear that the property had been sold? Is it not true that you had once owned the land yourself? You may tell where it is located, exactly.

Hoping to hear from you as early as possible, I remain,

Yours very respectfully,

Fred Bond

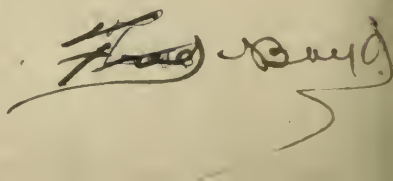
LETTERS.

Dear Sir:—Herewith I return correspondence in reference to above mentioned claim, and in answer to your notation on next attached, will say that this claim was originally presented at Des Moines, amount $18.25. Same was investigated, and it was found that the hay was in a damaged condition when loaded at your station. This the shipper acknowledged two or three times. It was also found that there was considerable snow on the ground when the hay was pressed, and that the bales were piled on the snow, and when loaded in the car the tier that was on the ground would, of course, come next to the roof of the car, and this was the portion damaged on arrival at Des Moines.

Claimant was advised that we would not entertain his claim. He then made claim for $32.34 from Ewing on the same car. This is a very unreasonable move on his part. His new claim was attached to the old one and no attention paid to it, as he, of course, knew that we would not entertain a claim for $32.34, when we had declined a claim for $18.25. You can say to him that claim is positively declined, returning papers to me for file.

Very truly yours,

(225 words.)



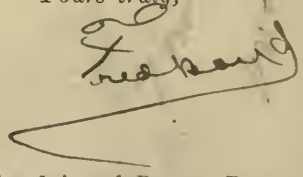
Mr. A. W. Allen,
Creston, Iowa.
Dear Sir:

I have yours of the 10th inst. We have sold thousands of these harrows all over the country, and never had a complaint of any kind; hence it must be that your draw bars are not right. They are either made too short or too long, or otherwise there is something wrong with the hitch chains. We know the harrow will work right if the parts belonging to same are all of the same size and in proper place. Look (145) *this up and advise me as soon as possible.*

In reference to your order for a No. 25 jump seat, will say we are short on No. 25 this week, but expect some within a few days, when your order will be filled promptly. We have a good stock of most every other style except the No. 25 which have been late in reaching us. We will rush them through as soon as possible.

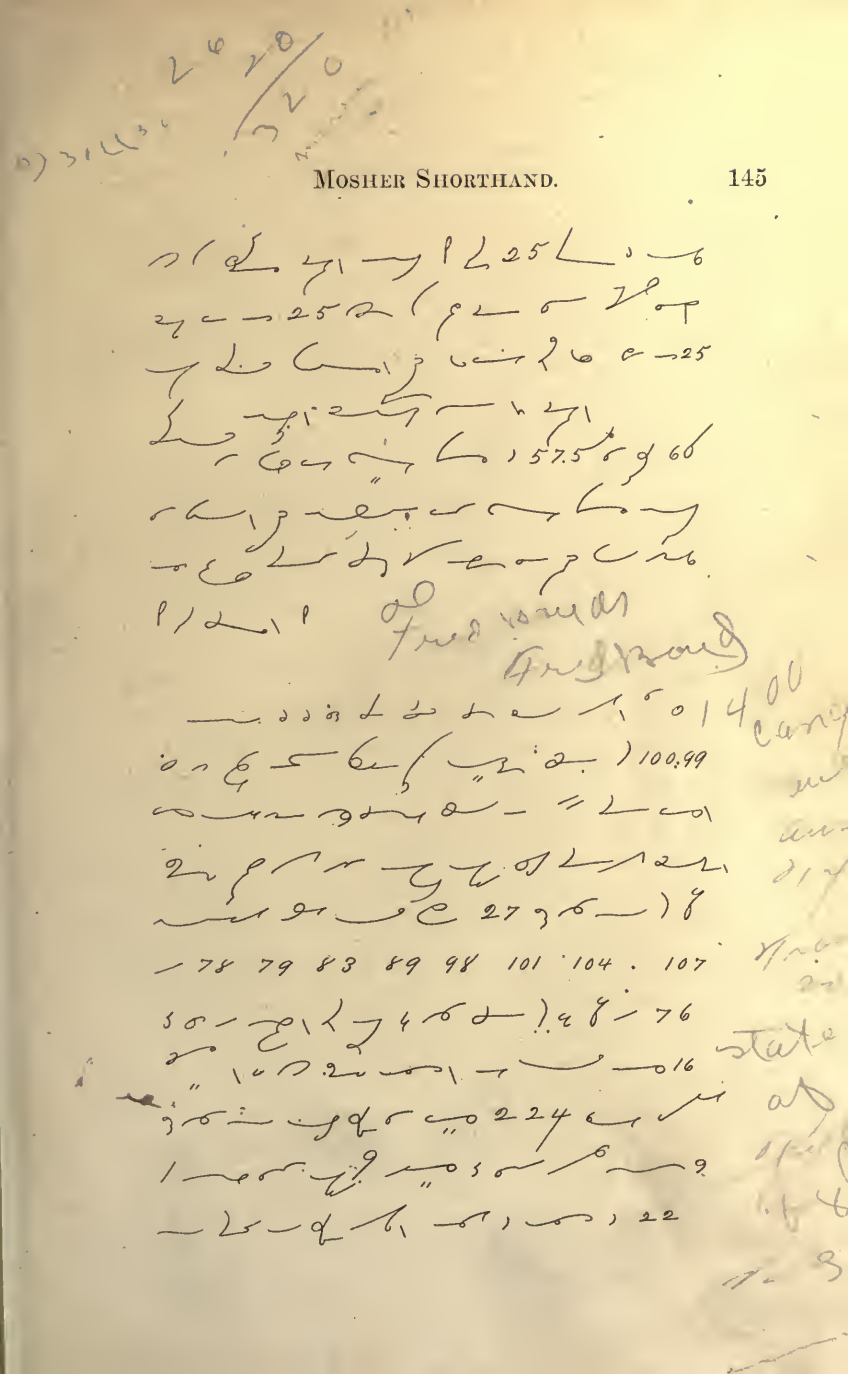
The price on a Columbus buggy is $57.50, with shafts, $60 with pole. We have had a first class run on the Columbus buggy, and will have a new supply from the factory some time next week, when we shall be pleased to receive your order for a sample.

Yours truly,



Mr. C. C. Hughes, Gen'l Supt.,
Chicago, Illinois.
Dear Sir:

Herewith I hand you papers in claim of Barron Bros.,



Lusk, Wyo., for $100.99, on account of loss of one case of cigars while in transit from Omaha.

I wish to call your special attention to the imperfect report attached from Conductor Wilson. You will notice that in his letter of April 27 he states that the car was opened at 78, 79, 83, 89, 98, 101, 104 and 107, and set out at Casper. Further investigation shows that the same was also opened at 76, Whitney. Of this he has no record. In his letter of May 16 he states that the car left Chadron with Omaha (2240) seals, all doors, which agrees with the report of agent at Omaha, and is, without doubt, correct, as car was not at our Chadron depot.

Notwithstanding his record is 22 (147) *out, he states that car must have been entered and resealed before leaving Chadron, and also that he is sure the goods were not in the car when leaving that point. This would indicate that he puts but very little dependence on his seal record. He is unable to say what seals were broken at Harrison and Whitney. The records at both of these points show that 73 seals were broken, notwithstanding the depots are all on the same side of the track, which would make this impossible unless the car was opened between Harrison and Whitney and resealed with 73 seals.*

This careless manner of keeping seal records will, if continued, result in a serious loss to the company, and steps should be taken at once to see that conductors pay more attention to their records. This for your information.

Please return papers when through with them to en-

able me to make voucher in settlement of this claim, as you will see there is no way out of it for us.

Yours very truly,

Mr. Harry W. Peters,
Colorado Springs, Colo.

Dear Sir:

Since writing you last concerning the markets, we have had a break in prices for both cattle and hogs, caused entirely by the increased receipts at all points, and not because of a falling off in the demand, for that continues good.

The best heavy cattle are selling nearly as well as they have at any time lately, but all other kinds, including butcher's stuff, are from 15c. to 25c lower than a week ago.

There are a great many cattle feeding on the grass this summer, and this being the case, (149) *it is more than likely that we have already seen our best prices for this season. Stockers and feeders are selling fully a quarter lower than ten days ago.*

The receipts of hogs have been heavy, and would indicate that the supply is inexhaustible, but we predict that from this on they will be lighter.

If at any time we can be of any service to you, write us, and if in our power will gladly render it.

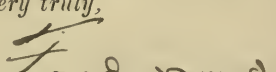
Very truly yours,

(172 words.)

Mr. J. C. White,
Denver, Colo.
Dear Sir:—

Mr. A. S. Green, who is insured under policy No. 255,768, American Insurance Co., of New York, has been to our office two or three times relative to the transfer of the insurance on his household goods to a new location. As you will notice by the policy, it covers $3,500.00 on dwelling and $2500.00 on the household goods. Mr. Green sold his house some time ago, and consequently had to move. There was a loss clause on the policy payable to the Colorado Investment Co. It was supposed that this company held the policy, but they are unable to find it, and now Mr. Green wants his goods transferred. We do not see how we can do that very well under the circumstances, and we would like to have you advise us what can be done to help Mr. Green to the amount of $2500.00 on his household goods to the expiration of his policy, which is October 4, 1900. Mr. Green says he will take out a new policy and pay for it, and the only thing that will satisfy him is to transfer his goods without any extra cost.

Kindly advise us by return mail what we can do for him, and oblige, *Yours very truly,*
(208 words.)



Mr. J. C. Howe, (151)
Chilicothe, Ohio.

Dear Sir:—We have this day written $2500.00 in the Rochester German, and $3500.00 in the Lancashire Insur-

ance Co., on the new Grand Island hotel, in the name of Thomas G. Jenkins, contractor, rate being 1½%. This hotel is completed, but has not yet a tenant, but will probably have one within a few days. Mr. Jenkins is a Grand Island man and did the carpenter work on this building. He has not yet received his money for the work, and wants his interests to the amount of $6000.00 protected by insurance, so we have written up policies as above stated.

The hotel lies on a corner and is modern in every respect, and as far as we have been able to find out the moral hazard is all right. The citizens of this place gave $12,000.00 towards the erection of the building.

Mr. Jenkins' interests are protected by a lien which he is foreclosing. The man who built the hotel ran short of funds before the building was complete, and this is the reason why this man is not paid. The Grand Island National Bank holds first mortgage on the property, and there is an effort being made now to make a new loan and pay off all claims which may be against the building. We think that this risk is all right and that you will approve of the same. These policies may be in force several months, or they may be cancelled within a short time. The bank has it in charge and is looking after it.

Yours very truly,

New York, Feb. 24, 1895.

P. S. Bedell,

Poughkeepsie, N. Y.

Dear Sir:—We have yours of the 23d instant, and in

reply have to say we will send you the lightning slips and pocket charts as you desired.

We note what you say touching the attempts you are making to increase our business at your agency; and, in this connection, we would beg to call your attention to the matter of sub-agents. Our experience has shown that great care must be exercised in accepting risks from this source, as the relation of a sub-agent is somewhat different from the representative acting directly with the Company. Please, therefore, use the greatest care, and only accept such for us as you know to be all right in every particular.

In regard to Mr. Atwood, we have to say he has not been in our employ for more than a year. Our Mr. Smith will visit you one of these days, we hope, whom you will find to be a gentleman in every way worthy of the position which he occupies.

As regards the matter of commission, it would be impossible for us to increase the compensation we are now paying, as we are paying you as much as any of our other representatives receive. None of the leading companies that we know of are paying more than 25 per cent, and certainly none can afford to pay more.

We note with interest and satisfaction that our business at your agency materially increased during the year past, for which accept our thanks. We should be glad to receive a call from you at the office whenever you are in the city.

Very truly yours,

Fred Boyd

Deputy Manager.

Poughkeepsie, N. Y., April 29, 1886.

Mr. J. H. Kemble,

Saugerties, N. Y.

Dear Sir:—Yours of 28th at hand and contents noted. The quality of midlings varies from time to time, but not enough, as you say, to make any particular difference in the value of them. Note what you say about price. The price our agent gave you was the price at which he sold several cars on that trip, and was the price which we gave him when he started. When we wrote you on the 12th the price had declined materially. We propose to deal squarely with you always. Our commission on this car was a small one; but, under the circumstances, you may deduct 50 cts. per ton from your invoice, as the shipment was delayed somewhat by the mill. Your car of oats is probably shipped before this, but we have no invoice as yet; it ought to reach you in short time. If you want 200 bu. will ship them from here at 42-2 cts. on board. It costs 6 cts. per hundred freight, or about 2 cts. per bushel, making them cost you 44-2 cts. there. If you need any, let us know and we will send them along. As there is more or less delay in delivering cars, it would be well for you to anticipate your wants a little and have a car started about a week or two before you go out.

Yours truly,

Fred Mayo

New York, June 30, 1886.

Messrs. H. D. Forman & Co.,
St. Louis, Mo.

Dear Sirs:—We beg to advise that we have to-day shipped you by express, prepaid, 2 one-gallon cans of oil, to match, respectively, the samples of the "Star" and the sample marked "No. 9," sent us some time since. The latter, we understand, is a locomotive valve oil. The other sample you sent us was broken in transit, and arrived here empty.

We must apologize for the great delay in making these sendings, and can only assign as a reason that the writer has been very greatly strained during the last two months, owing to the absence of our Mr. Joyce by reason of sickness, and has had to neglect various duties other than those of a routine nature.

The sample of oil to match the "Star" we think you will find up to your requirements in every respect. We manufacture it very largely in competition with the brand mentioned, and in every case it gives perfect satisfaction, and is considered a superior lubricator.

The sample of locomotive valve oil sent us was so small that we were not able to analyze it as successfully as if it had been larger. However, we think you will find that it will answer the various requirements.

Trusting to be favored with your orders, we are,

Yours respectfully,

Omaha, Neb., March 15, 1890.

Mr. August Bragg,

Gothenburg, Dawson Co., Neb.

Dear Sir:—Replying to your favor of the 12th inst., will say that I am pleased to note you have had such excellent success with the engine we sold you a few days ago. I am satisfied you have now found in the engine just what I told you you would before you purchased it. It is made of the best iron and steel throughout, is compactly built, and will last many years for all the work you see fit to do, either in thrashing or corn shelling.

The Traction Attachment is the simplest and most durable (and economical as to repairs) of any engine now made.

You, of course, have noticed that we have springs on our front axle which make it very easy on the engine when going over stony or hilly roads. This improvement most engines do not have. Many engines have simply a cast iron spindle for the wheel, spurred on to the side of the boiler, while we have a heavy steel axle, which is a permanent improvement.

I certainly would be pleased to take your order for the Separator, which you mention in your letter, but possibly the size you state is a little larger than what you will really need in your locality. I would suggest to you the same as I do to all other purchasers, that the 32-inch cylinder by 42-inch Separator, is the size you want. Of course you can have your choice as to "Globe" or "Dixie" style of Separator, but I would advise you to take the "Globe" machine

as it has many improvements over any other style of thrasher built. Considering, of course, the quality of the material we put into the machine and the improvements thereon, I think you are getting a bargain.

You will notice that the axles of our separator are steel and the wheels are of iron, while other makes have wooden axles, and many other manufacturers have wooden wheels. Our Pitmans are all iron, and we have two each for both the lower and upper shaker. Our cylinder is twelve bars instead of nine bars, making it very heavy, so that the motion is steady and easy.

With this general explanation as to the style of the machine, I am satisfied you can see we are giving you "value received" for the price I asked in my former letter, and that you will think it is low.

I enclose you herewith a blank order, and should you conclude to make the purchase, have the kindness to sign your name on the front page, and also fill the Property Statement on the second page, and I will make shipment to you immediately. I will send a man there to put in operation the thrasher and make settlement for same.

Thanking you again for the splendid send-off you have given our "Eureka" coal burner engine, I remain,

Yours very truly,

Western Manager.

TESTIMONY. (160)

Q. You may state your name.

A. Benton N. Green.

Q. Where do you live?

A. Omaha, Nebraska.

Q. How long have you lived there?

A. A little more than twelve years.

Q. Where do you work?

A. For the U. P. Railroad Co.

Q. How long have you been there?

A. I don't know exactly.

Q. About how long as near as you can tell?

A. About seven years.

Q. Are you the husband of Margaret Green, one of the plaintiffs in this suit?

A. Yes, sir.

Q. Do you know at what time this accident occurred?

A. It was in June.

Q. Of what year?

A. 1900.

Q. What day of the month?

A. The 17th.

Q. What time of day?

A. About half past four in the afternoon.

Q. State whether or not you were present at the time this accident occurred?

A. Yes, sir.

Q. Where do you reside?

A. 2409 North 37th Street.

Q. How long have you lived there?

A. About three months.

Q. Where did you live at the time of the accident?

A. I lived on Fort Street near the tracks.

Q. At what number?

A. 344.

Q. You may tell the jury whether or not it is true that you were actually present at the time of this accident?

A. I was there a few minutes after it occurred.

Q. Is it not a fact that it was more than half an hour after the accident before you got there?

A. No, sir; it is not.

Q. As a matter of fact it was nearly a half hour before you got there?

A. No, sir; it was not.

Q. I will ask you to tell the jury just how long it was.

A. I don't know exactly how long it was.

Q. Well, state as near as you can.

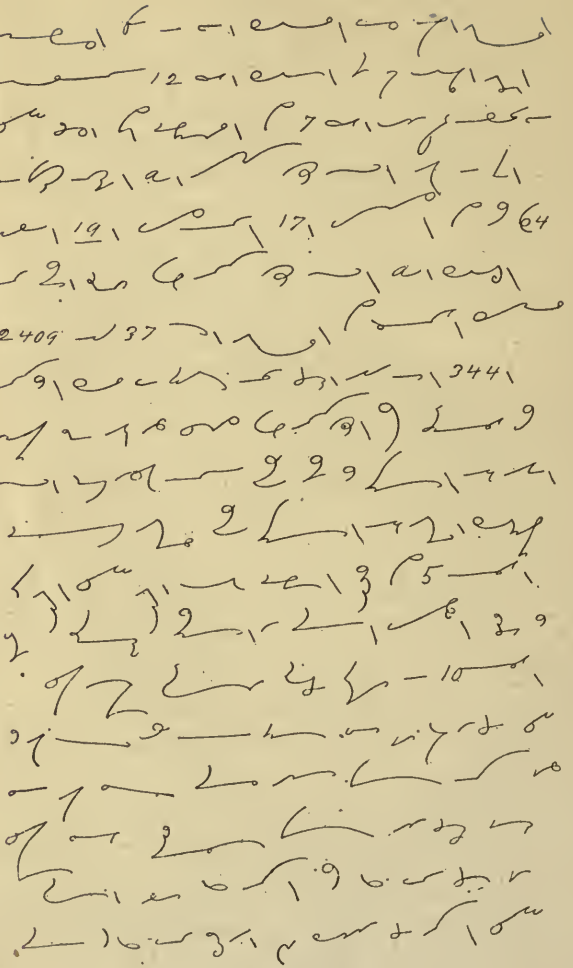
A. I should say it was about five minutes.

Q. Who was the first man you saw after you got there?

A. The foreman.

Q. What did he say to you?

A. He said there had been an accident and that I had better go back and flag the freight train which was due in ten minutes. He said it was important that a man should go, who knew how to stop the train. I told him it would be impossible for me to get back there in time and that he



had better go himself. He said for me to go back to the section house and get a flag.

Q. How were you standing at the time?

A. I was standing on the track and the foreman was standing on the east side of it.

Q. How close were you to the train at the time?

A. I don't know (163) exactly. Maybe seventy yards.

Q. When did you first hear the noise, where you were standing, could you hear the noise?

A. Yes, sir.

Q. State what time it was as near as you can recollect?

A. It was about half past four.

Q. Where were you at the time?

A. I was between my house and the depot.

Q. Can you state just where you were at the time you first heard the noise?

A. I don't know just where I was.

Q. What is your best recollection? (Objected to as incompetent, irrelevant and immaterial and not the best evidence. Sustained. Defendant excepts.)

Q. You may state just what was said to you at that time.

A. The foreman said there was an accident. He said the train had run off the track and that two or three cars had turned over.

Q. How far were you from the train when you met the foreman?

A. I don't know.

Q. About how far? (Objected to as incompetent and irrelevant. Sustained. Defendant excepts.)

Q. How many cars did you say were turned over?

A. Two or three.

Q. How far were they lying from the track?

A. I can't say. Some were further away than others.

Q. How near was the nearest car to the track?

A. About ten feet. That is, the embankment was about ten feet.

(Plaintiff offers in evidence Exhibit 1, and the first two pages of Exhibit 2. Defendant objects to the introduction of Exhibit 2 for the reason that the plaintiff only offers a portion of it and not the whole of said Exhibit, and for the further reason that it is incompetent, irrelevant and immaterial. Overruled. Defendant excepts.)

CROSS-EXAMINATION.

Q. You stated your name is Benton N. Green?

A. Yes, sir.

Q. Do you know the plaintiff in this case?

A. Yes, sir.

Q. How long have you known him?

A. A little more than two years.

Q. Have you ever had any business transactions with him?

A. No, sir.

Q. When did you have the first conversation with him that you spoke of in your direct examination?

A. About two months ago.

Q. During that conversation did he say anything to you about his injury?

A. He said he was getting better. (165)

(Objected to as not responsive to the question. Sustained.)

Q. You will note that my question can be answered by yes or no. What's your answer?

A. My answer is yes.

Q. Well, you may state to the court and jury just what he said to you.

A. I don't remember the whole conversation.

Q. Well state what you recollect of it.

A. He said he was getting better and I said that I was glad to hear it. He said he thought he would be able to go to work in a few days.

Q. Is this plaintiff, George Porter, any relation to you?

A. No, sir.

Q. What relation, if any, is Margaret Green, the other plaintiff, to you?

A. She is my wife.

Q. How long have you been married?

A. About seven years.

Q. What did you state is your business?

A. Carpenter.

Q. Where do you work?

A. For the U. P. Railroad Co.

RE-CROSS EXAMINATION. (168)

Q. Did you swear in your direct examination that he shipped you goods during this time?

A. Yes, sir.

Q. He was not there all the time, was he?

A. Yes, sir.

Q. Did he ship your goods?

A. Yes, sir.

Q. Did he ship you wheat at that time?

A. Yes, sir.

Q. You were in there, were you?

A. Yes, sir.

Q. Whose goods did you say they were? Were they Brown & Smith's, or were they Davis's?

A. They were his goods.

Q. How do you know they were not their goods?

A. I said their goods were not there at all.

Q. How do you know his goods were in there and their goods were not there?

A. I was there and saw what was there.

Q. But he shipped you coal?

A. Yes, sir.

Q. He shipped you wheat?

A. Yes, sir.

Q. And at the same time he shipped your cattle?

A. Yes, sir.

Q. He bought the cattle for you?

A. Yes, sir.

Q. Did you send him money for the cattle?

A. No, sir.

Q. Why didn't you send him money?

A. It would not be there in time; it would have to get there before the 16th of the month.

Q. When he was there buying this grain, he was paying your money for it?

A. Yes, sir.

Q. Did he pay you money for the cattle?

A. He did some.

Q. Where did you say these goods were?

A. I said they were stored in the barn.

Q. Were they in there all the time?

A. They were not there all the time.

Q. How do you know they were not?

A. I saw them.

Q. Did you live there all the time?

A. I was there most of the time.

Q. Did you leave there in March?

A. No, sir.

Q. Did you live there in March, 1892?

A. Yes, sir.

Q. Didn't you tell Mr. Smith that you lived there in April, May, June and July?

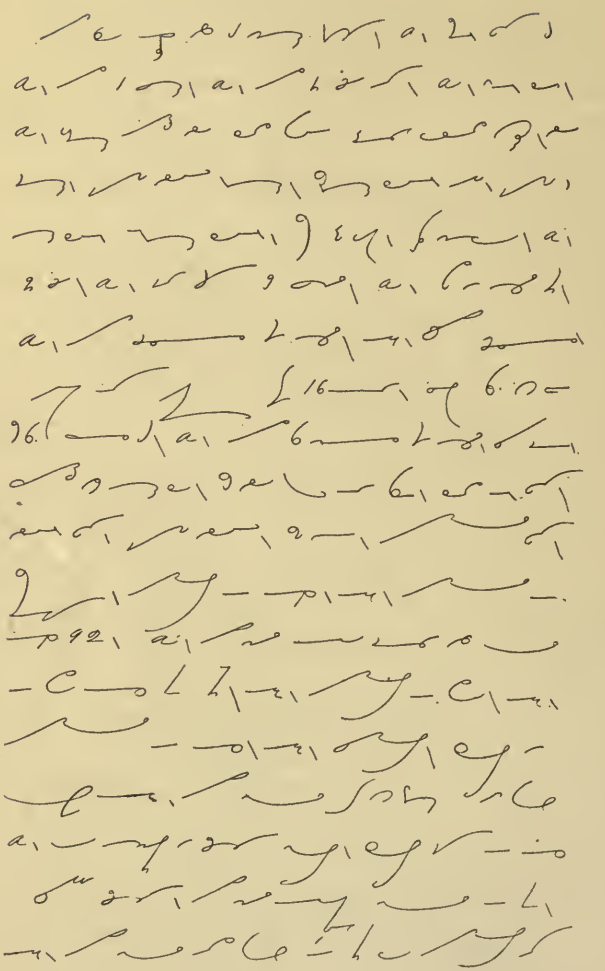
A. No, sir.

Q. Did you leave there in April?

A. No, sir.

Q. Did you live there in May?

A. No, sir.



Q. When did you leave there?

A. I left there the latter part of May.

Q. Didn't you live there before this altercation took place?

A. Yes, sir.

Q. Well, can you tell the jury the exact time you left there?

A. I left there some time in May. I don't know the exact time.

Q. Didn't you tell Mr. Jones you lived there in June?

A. No, sir.

Q. Didn't you live there at that place in July, or did you leave there at that time;[171] did you live there in July?

A. Yes, sir.

Q. Then you didn't live there in May?

A. That was the first time.

Q. Did you live there more than once?

A. Yes, sir.

Q. When was the second time you lived there?

A. I lived there in July.

Q. When did you leave there the second time?

A. The 29th of July.

Q. Now, going back a little, you may tell the jury where you were standing when Smith came in.

A. I was standing behind a bureau.

Q. Were you in behind a bureau during the whole time?

A. I was in behind a bureau part of the time and standing by a door the rest of the time.

Q. Did you see Mr. Smith follow Mr. Jones?

A. Yes, sir.

Q. You saw Smith following Jones?

A. Yes, sir.

Q. You saw Jones strike Smith?

A. Yes, sir.

Q. Did you see Smith fall?

A. Yes, sir.

Q. How far did Smith fall?

A. About ten feet.

Q. Did you see Smith following?

A. I think so.

Q. How could you see him if you were behind a bureau?

A. I was not there all the time. I was standing by a door some of the time.

Q. Were you behind a door?

A. Yes, sir.

Q. Now, I want to get this matter straight. Were you by a door or were you behind a bureau, or were you standing behind a door, when Smith struck Jones?

A. I was not behind the door.

Q. Didn't you swear you were behind the door?

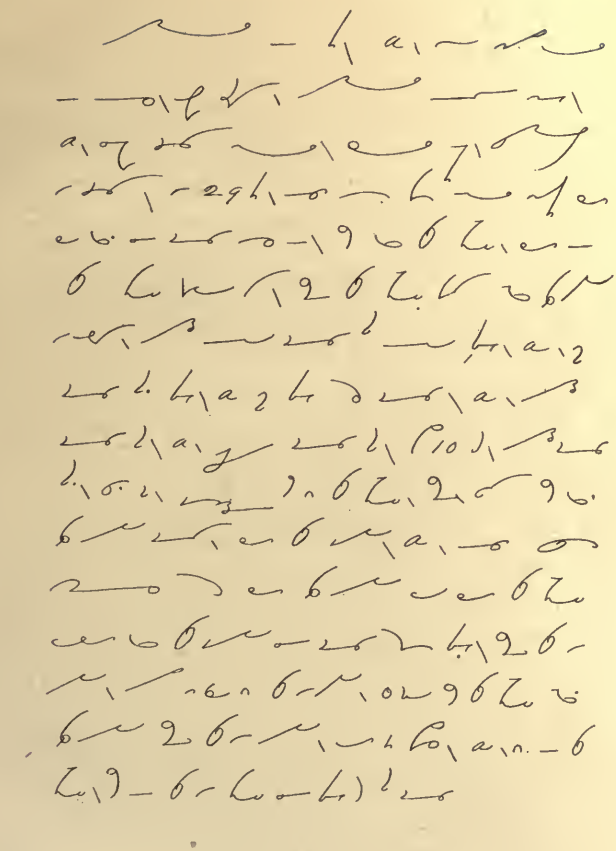
A. I swore I was behind a bureau and standing by a door. I was not behind the door.

Q. Are you sure about that?

A. Yes, sir.

Q. You were in behind a bureau?

A. I was in behind the bureau when Jones was following Smith.



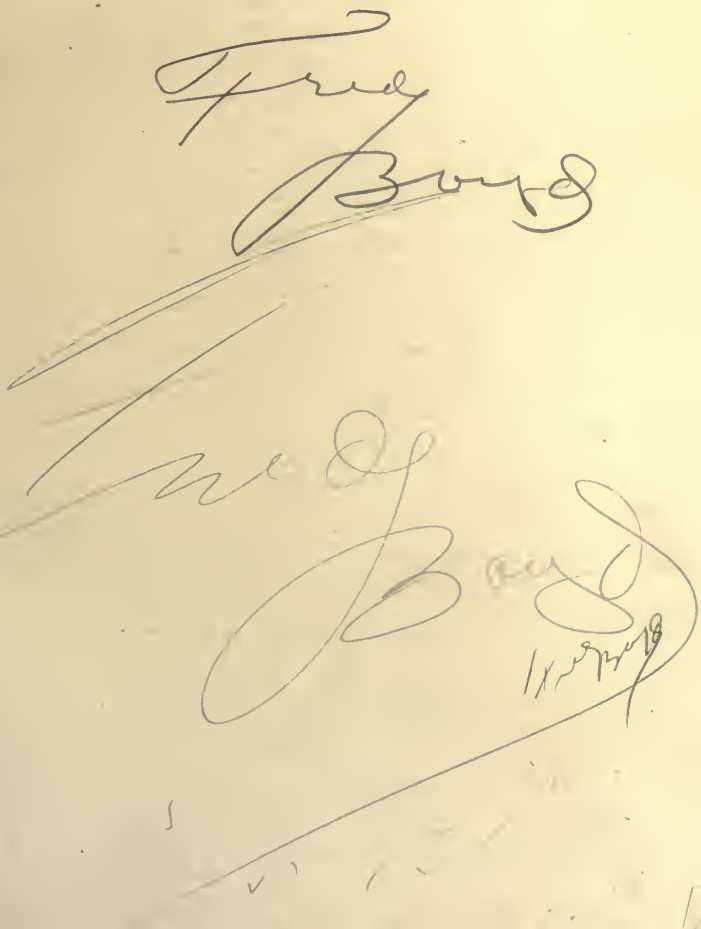
CHARGE TO JURY. (173)

Gentlemen of the Jury: The prisoner at the bar was indicted by the Grand Jury of the City and County of San Francisco, and thereby charged with being guilty of the crime of murder, in the unlawful killing, with malice aforethought, of James Alexander, on the 3d of November of last year, by shooting him, through the agency of a pistol loaded and charged with powder and leaden ball. The indictment contains two counts: one charging the murder to have been committed in the City and County of San Francisco, and the other that the alleged murder was committed on board of the steam ferryboat El Capitan, while that vessel was navigating the waters of the Bay of San Francisco, in the ferry service, from a point in Alameda County, known as Oakland Wharf, to the ferry landing on Davis Street, in this city and county. To this indictment the prisoner has pleaded not guilty, and you, gentlemen, under your oaths and the instructions of the Court as to the law, are called upon as jurors, from the evidence, to decide by your verdict as to her guilt or innocence of the crime charged against her. You, gentlemen, no doubt appreciate the magnitude of the duty you are called upon to perform—the most important of any that falls within the province of jurors; important not only to the prisoner, but, if she be guilty, to the protection, safety, and well-being of society. To the Legislature, under the Constitution, is delegated the power to enact laws defining crimes, and prescribing punishments to be inflicted upon those who shall

be found guilty. Whatever may be the views of any or all of us upon the subject of the punishment that has been or may be fixed by law as a penalty for the commission of any crime, we are not responsible[176] for the law; but it is our duty, under the circumstances, to carry the law into effect, and to administer it truly and fairly. It is the duty of the Court to state the law applicable to the case on trial, and to the facts and circumstances developed by the evidence; to decide what shall not be admitted as legal and competent evidence, and, generally, to regulate the conduct of the trial. It is the duty of the jury to take such evidence into consideration; to weigh it carefully; to apply their best judgment to the discovery of the truth, and, by their verdict, to declare it, without regard to the sex or social position of the party accused. The law in its policy makes no distinction between the murderess and the murderer;—they are alike amenable; and we should not contravene its design by such distinction, whereby the guilty may escape the punishment provided by law; while courts and jurors perform their respective duties, the law will be properly administered, and all within human power will be done for the detection and punishment of the guilty and for the security and protection of the innocent. In the language of an eminent jurist, We are not here to administer sympathy, but to execute justice; to carry into effect the laws of the land; to enforce its solemn mandates; and not to nullify or relax its positive commands by misplaced sympathy or morbid clemency.

To convict any person of a crime under our laws, it

should appear from the evidence that there was a union or joint operation of act, or intention, or negligence. Intention is manifested by the circumstances connected with the perpetration of the offense, and the sound mind and discretion of the person accused.



WRITING EXERCISE.

LIFE IS A BATTLE—WOE TO THE COWARD.

One's ability for success in life is measured by his strength in overcoming obstacles. What would vanquish one person would be a mere trifle to another, but every obstacle overcome adds strength to one's capacities. Too many are like the young man who had always lived in a city and who invested in a farm, never doubting for a moment his ability to become a first class farmer. He was a bright, enthusiastic young fellow and had acquired what he thought was a genuine love of rural life, but he did not take into consideration that experience is a wonderfully large factor in the profession of farming. Of course he was not expecting any difficulties, trials nor tribulations that he could not easily vanquish—to tell the truth, he could see nothing but the brightest of prospects. But in time he found that theoretical and practical farming were two different things. The frost took its own time to leave the soil in shape for plowing and seeding, the rain came at the wrong time, he met disappointment and discouragement at every turn. He found that even the plowing of a straight furrow involved the principles of experience and practice, and theory did not seem to enter into the problem. But he persevered, patiently and persistently overcoming these little difficulties and making the best of what was not in his power to overcome, and he felt himself growing stronger even though his stock of enthusiasm was decreasing.

But he did feel good over his corn crop, and he took great pride in comparing its clean, thrifty condition with that of the corn fields of his neighbors. He was even a surprised, himself, at the amazing growth of that corn for he had met so many disappointments. One morning when the hot weather came on—corn weather, you know, when things grow in a night—he went to view his field of maize. That beautiful field of waving, glossy green had, apparently in one night, changed to a plummy yellow, in short, had tasseled out.

When he appeared at the breakfast table his face was long, very long, and when his wife inquired the cause he disconsolately remarked, "It is no use, Mary, I am going to give it up. The corn is ruined, it is an utter failure, it has all gone to seed."

That is just the way with so many people in this world, they go into an enterprise full of enthusiasm, perhaps real ability, but do not take into consideration the obstacles, the discouragements and disheartenments that must enter into every phase of life and into every occupation, and the strength it will take to overcome these little difficulties, of which the imaginary is too often confused with the real. But they struggle along philisophically and are finally rewarded by having some one "crop" on the road to an apparently fruitful harvest and just when it is all ready to "tassel out" and make great strides toward maturity some untoward circumstance comes up which they interpret as disaster and which seems to them, metaphorically speaking, "the last straw." Thus when they are on the verge of pros-

perity they succumb to what appears to them to be the inevitable, but what in reality is a mere bagatelle. And all too often they do not even go to "Mary" for consolation and encouragement but come to the conclusion that they will never make a success in that line and decide to try something more congenial. They forget that in this new field they will have to begin at the beginning again, sowing the seed, tilling their crop, and thus they are not sure of even the "fodder" at harvest time.

"Never give up the ship," never meet a difficulty that you do not surmount or somehow turn to your own advantage. Too often does surrender mean disaster and the utter defeat of the greatest desires and ambitions of life. It is well for every young person to start out with this firm resolve that whatever is undertaken will be for aye and that nothing shall daunt, nothing deter them from the accomplishment of their purpose. Every victory means greater strength and greater courage; every surrender means greater weakness, if we fail in one undertaking we will more easily give up in the next, and so on until some of the waves take us unawares and we are swept off our feet. Thoreau says: "Whatever your sex or position, life is a battle in which you are to show your pluck; and woe be to the coward. Despair and postponement are cowardice and defeat. Men are born to succeed, not to fail."

FROM WEBSTER'S REPLY TO HAYNE.

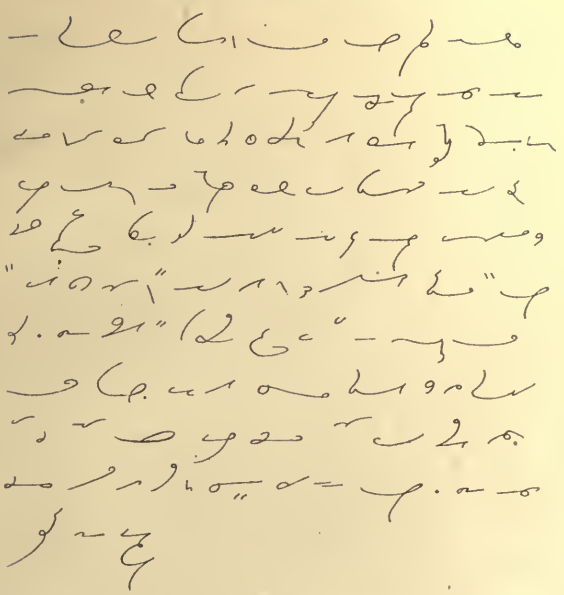
But, sir, although there are fears, there are hopes also. The people have preserved this, their own chosen Constitution, for forty years, and have seen their happiness, prosperity, and renown grow with its growth and strengthen with its strength. They are now, generally, strongly attached to it. Overthrown by direct assault, it cannot be; evaded, undermined, NULLIFIED, it will not be, if we and those who shall succeed us here, as agents and representatives of the people, shall conscientiously and vigilantly discharge the two great branches of our public trust, faithfully to preserve, and wisely to administer it.

Mr. President, I have thus stated the reasons of my dissent to the doctrines which have been advanced and maintained. I am conscious of having detained you and the Senate much too long. I was drawn into the debate with no previous deliberation, such as is suited to the discussion of so grave and important a subject. But it is a subject of which my heart is full, and I have not been willing to suppress the utterance of its spontaneous sentiments. I cannot, even now, persuade myself to relinquish it, without expressing once more my deep conviction, that, since it respects nothing less than the Union of the states, it is of most vital and essential importance to the public happiness. I profess, sir, in my career hitherto, to have kept steadily in view the prosperity and honor of the whole country, and the preservation of our Federal Union. It is to that Union we owe our safety at home, and our

consideration and dignity abroad. It is to that Union that we are chiefly indebted for whatever makes us most proud of our country. That Union we reached only by the discipline of our virtues in the severe school of adversity. It had its origin in the necessities of disordered finance, prostrate commerce, and ruined credit. Under its benign influences, these great interests immediately awoke, as from the (183) dead, and sprang forth with newness of life. Every year of its duration has teemed with fresh proofs of its utility and its blessings; and although our territory has stretched out wider and wider, and our population spread farther and farther, they have not outrun its protection or its benefits. It has been to us all a copious fountain of national, social, and personal happiness.

I have not allowed myself, sir, to look beyond the Union, to see what might lie hidden in the dark recess behind. I have not coolly weighed the chances of preserving liberty when the bonds that unite us together shall be broken asunder. I have not accustomed myself to hang over the precipice of disunion, to see whether, with my short sight, I can fathom the depth of the abyss below; nor could I regard him as a safe counseller in the affairs of this government, whose thoughts should be mainly bent on considering, not how the Union may be best preserved, but how tolerable might be the condition of the people when it should be broken up and destroyed. While the Union lasts, we have high, exciting, gratifying prospects spread out before us, for us and our children. Beyond that I seek not to penetrate the veil. God grant that, in my day,

at least, that curtain may not rise! God grant that on my vision never may be opened what lies behind! When my eyes shall be turned to behold for the last time the sun in heaven, may I not see him shining on the broken and dishonored fragments of a once glorious Union; on states dissevered, discordant, belligerent; on a land rent with civil feuds, or drenched, it may be,(185) in fraternal blood! Let their last feeble and lingering glance rather behold the gorgeous ensign of the republic, now known and honored throughout the earth, still full high advanced, its arms and trophies streaming in their original lustre, not a stripe erased or polluted, nor a single star obscured, bearing for its motto, no such miserable interrogatory as "What is all this worth?" nor those other words of delusion and folly, "Liberty first and Union afterwards"; but everywhere, spread all over in characters of living light, blazing on all its ample folds, as they float over the sea and over the land, and in every wind under the whole heavens, that other sentiment, dear to every true American heart—Liberty and Union, now and forever, one and inseparable.



WRITING EXERCISE.

LITTLE HINDRANCES TO SUCCESS.

Every young man and young woman should look well to the little things which cut down the average of success-possibilities. For instance, little mannerisms, such as nervous twitching of the hands, fumbling with the fingers, fooling with whatever is within reach, peculiar movements, undignified postures in sitting or standing, a slouchy gait, a habit of saying sharp, unkind things, indulging in sarcasm—all these things interefere very materially with one's success-possibilities.

Many a man, with great brain power and fine physique,

who started in life with good prospects, has failed to attain great success because of little idiosyncrasies, peculiarities of speech or manner; things not in themselves vicious or wrong, but which render him disagreeable or unacceptable to those who have dealings with him.

If it were possible for us to write of all the little things which have cut down the average of our success, and to calculate just how much each has contributed to the whole, it would be most helpful.

For example, one young man's advancement has been cut down twenty-five per cent by bad temper, a surly, disagreeable disposition; another's, by carelessness in dress, an unkempt or slovenly appearance; and yet another's by a sharp tongue or an unkind habit of criticising.

Many a brilliant and capable stenographer has failed to advance, because she had disagreeable habits which annoyed her employer, who, while he recognized her ability, preferred a less able stenographer who had amiable and agreeable qualities. The lack of amiability has stood in the way of advancement of many an employee who wondered why he did not get along.

Disagreeable, hurtful, and foolish habits, formed perhaps unconsciously, often become great barriers which keep us from otherwise well-earned success. It would pay young men and women who are eager to succeed, frequently to make inventories of their success-capital, to examine themselves carefully and impartially, as if they were studying the merits and demerits of someone else, in order to find whether their progress is barred, their whole future

jeopardized, by some unfortunate habit or peculiarity which is patent to everyone by themselves. If this rigid self-examination should result in the discovery of a weakness or fault, which it is in their power to correct—and this is always possible—they have none but themselves to blame if, in middle life or later, they find themselves in the unhappy ranks of the "might-have-beens."

BRYAN'S SPEECH AT CHICAGO, JULY 18, 1903.

(189)

"The ideal controls the life and gives it not only direction but form and constancy. An ideal permanently pursued crystallizes into character and becomes the vital part of the individual. If you know a man's ideal, you know the man and can judge with reasonable accuracy what he will do in a given case. No one can ever estimate the value of an ideal, because it measures the difference between success and failure.

"An ideal is as important to a party as to an individual and must in the end determine not only the party's character, but the party's destiny. The party ideal is the ideal of those who dominate its councils and control its actions, and in any party worthy to be called democratic the controlling force should be a majority of the voters of the party. As in the case of the individual, so with the party—the character is formed not by a few decisions but by a multitude of facts all in harmony with the general purpose and all influenced by the ideal. As in the case of the individual it is impossible to follow one ideal a part of the time, and an opposite ideal the rest of the time, so with

the party, there must be a constant effort to apply the same principles and the same methods to all questions and issues.

"The distinguishing feature of any party that deserves to be known as a democratic party is its faith in the people, its desire to advance the welfare of the people, and its willingness to have the people control their own affairs. A democratic party seeks to administer to the government according to democratic principles, and its ideas of a free government is a government in which every department, legislative, executive and judicial, is administered according to the doctrine of equal rights to all and special privileges to none. (191)

"A party with such an ideal is more closely scrutinized and more quickly criticized than a party which makes no such pretension, because the world is inclined to measure a party by the standard which it sets up for itself. A party really democratic cannot do what another party might do with impunity, because its own teachings will be turned upon its conduct and hypocrisy added to its other sins.

"Never before in the history of the country has there been greater need for a democratic party with a truly democratic ideal. The aristocracy which Hamilton led against the democracy of Jefferson's day, and the plutocracy which Nick Biddle led against the democracy of Jackson's day, have combined to assault the democracy of the present day, and these assaults are supported by a metropolitan press more subservient to capital and more widely read than the papers of 1800 to 1832.

"In 1896, the republican party, under the leadership of

Mark Hanna, became the open ally of organized wealth, and a victory was secured by the use of means which, when known, must be repugnant to every believer in the doctrine of self-government. The purchase of votes, and the coercion of employes—all these things were resorted to with an audacity never known in this country before. As a result of that election, Mammon was enthroned, the manufacturers were permitted to write the tariff schedules without regard to the interests of the consumers, the financiers were allowed to dictate the policy of the treasury without regard to the interests of the country at large, and the trust magnates were permitted to bankrupt[193] and strangle competition and extort without limit.

"Then the Spanish war occurred, and the syndicates, in complete possession of the United States, are now using the American army and a carpet-bag government to exploit the inhabitants of the Philippines, whose reverence for our institutions has thus been converted into hatred for our flag.

"Surely if there ever was a time when the preaching of the democratic gospel ought to be opportune, now is the time. And yet the time of greatest opportunity is also the time of greatest danger, for an opportunity unimproved is worse than lost. The character of our party is to be determined by the manner in which it meets an opportunity, and the manner in which it meets an opportunity will be determined by the ideal that dominates it. Will our party hesitate or take counsel of its fears? Will it abandon its championship of the people's interest in the

hope of conciliating relentless forces or of purchasing a few offices with campaign contributions that carry with them an obligation to be made good out of the pockets of the people?

"This gathering of the democracy of the second city of the union ought to have its influence in determining the party's position and in molding opinion in regard to the party. It has been said that no principle is worth living for that is not worth dying for; and so it may be said that no political principle is worth fighting for that is not worth suffering defeat for, and, as a matter of fact, one's devotion to a principle must be measured by what he is willing to suffer in its behalf, not by the reward that he is willing to accept for supporting it. The democratic party must appeal to the democratic sentiment of the country,(193) and this sentiment is far wider than any party. Wherever the question has been submitted in such a way that it could be acted upon independently, there has always been an overwhelming majority in favor of that which was democratic, and our party can appeal successfully to this democratic spirit if we but convince the people of our earnestness and of our fidelity to those principles.

"We are handicapped just now by the fact that the last democratic administration was more subservient to corporate dictation than any republican administration that had preceded it and the record of that administration has been a millstone about the party's neck ever since. This influence exerted by Wall street over the administration's policy, the use of patronage to reward those who betrayed their con-

stituents, and the employment of the most reprehensible of republican methods, made the administration a stench in the nostrils of the people, and kept in the republican party many who were disgusted with that party's course.

"The odium which Mr. Cleveland's second administration brought upon the party which elected him did more to defeat the party than any one plank in the Chicago platform, or even than all the planks that were most severely criticized. But for the repudiation of the administration it would have been impossible to make any campaign at all, and even the repudiation, thorough and complete as it was, could not completely disinfect the party. The greatest menace that the party has to meet today is not probability, but the possibility of the party's return to the position that it occupied from 1892 to 1896. This danger is not so (197) imminent as the corporation-controlled papers make it appear, but insofar as it all threatens, it paralyzes the energies of the party and nullifies its promises. Such a return would indicate a degradation of the party's ideals and a perversion of its purpose. It ought not to be necessary to remind you that our last experiment with a commercialized democracy changed a democratic majority of 380,000 in 1892 into a republican majority of more than 1,000,000 in 1894. It ought not to be necessary to appeal to history, a knowledge of human nature and a faith in the integrity of the people ought to convince us that both principle and expediency lead to an honest fight with good, honest methods for the support of those honestly desiring the restoration of justice and equity in government.

"If the democratic party will stand face to face with the future with confidence, defend the rights of the people and protect their interests when attacked—whether the attacks come from the financiers, the monopolists, the tariff barons, or from the imperialists,—it can look with confidence for a revolution of sentiment that will give us a victory, and this victory, when it comes, will not end, as the victory of 1892 did, in the demoralization of the party, but in the building up of a democratic organization which will deal aggressively with all the evils of government and find its bulwark in the affection and confidence of the masses."

FROM THE ARGUMENT OF DANIEL WEBSTER ON THE TRIAL OF JOHN FRANCIS KNAPP, FOR THE MURDER OF JOSEPH WHITE.

I am little accustomed, gentlemen, to the part which I am now attempting to perform. Hardly more than once or twice has it happened to me to be concerned on the side of the government in any criminal prosecution whatever; and never, until the present occasion, in any case affecting life.

But I very much regret that it should have been thought necessary to suggest to you that I am brought here to "hurry you against the law and beyond the evidence." I hope I have too much regard for justice, and too much respect for my own character, to attempt either; and were I to make such attempt, I am sure that in this court nothing can be carried against the law, and that gentlemen, intelligent and just as you are, are not, by any power, to be hurried beyond the evidence. Though I could well have wished to shun this occasion, I have not felt at liberty to withhold my professional assistance, when it is supposed that I may be in some degree useful in investigating and discovering the truth respecting this most extraordinary murder. It has seemed to be a duty incumbent on me, as on every other citizen, to do my best and my utmost to bring to light the perpetrators of this crime. Against the prisoner at the bar, as an individual, I cannot have the slightest prejudice. I would not do him the smallest injury or injustice. But I do not affect to be indifferent to the discovery and the punishment of this deep guilt. I

cheerfully share in the opprobrium, how great soever it may be, which is cast on those who feel and manifest an anxious concern that all who had a part in planning, or a hand in executing, this deed of midnight assassination, may be brought to answer for their enormous crime at the bar of public justice.

Gentlemen, it is a most extraordinary case. In some respects, it has hardly a precedent anywhere; certainly none in our New England history. This bloody drama exhibited no suddenly excited, ungovernable rage. The actors in it were not surprised by any lion-like temptation springing upon their virtue, and overcoming it, before resistance could begin. Nor did they do the deed to glut savage vengeance, or satiate long-settled and deadly hate. It was a cool, calculating, money-making murder. It was all "hire and salary, not revenge." It was the weighing of money against life; the counting out of so many pieces of silver against so many ounces of blood.

An aged man, without an enemy in the world, in his own house, and in his own bed, is made the victim of a butcherly murder, for mere pay. Truly, here is a new lesson for painters and poets. Whoever shall hereafter draw the portrait of murder, if he will show it as it has been exhibited, where such example was last to have been looked for, in the very bosom of our New England society, let him not give it the grim visage of Moloch, the brow knitted by revenge, the face black with settled hate, and the bloodshot eye emitting livid fires of malice. Let him draw, rather, a decorous, smooth-faced, bloodless demon; a picture in re-

pose, rather than in action; not so much an example of human nature in its depravity, and in its paroxysms of crime, as an infernal being, a fiend, in the ordinary display and development of character.

The deed was executed with a degree of self-possession and steadiness equal to the wickedness with which it was planned. The circumstances now clearly in evidence spread out the whole scene before us. Deep sleep had fallen on the destined victim, and on all beneath his roof. A healthful old man, to whom sleep was sweet, the first sound slumbers of the night held him in their soft but strong embrace. The assassin enters, through the window already prepared, into an unoccupied apartment. With noiseless foot he paces the lonely hall, half lighted by the moon; he winds up the ascent of the stairs, and reaches the door of the chamber. Of this, he moves the lock, by soft and continued pressure, till it turns on its hinges without noise; and he enters, and beholds his victim before him. The room is uncommonly open to the admission of light. The face of the innocent sleeper is turned from the murderer, and the beams of the moon, resting on the gray locks of his aged temple show him where to strike. The fatal blow is given! and the victim passes, without a struggle or a motion, from the repose of sleep to the repose of death! It is the assassin's purpose to make sure work; and he plies the dagger, though it is obvious that life has been destroyed by the blow of the bludgeon. He even raises the aged arm, that he may not fail in his aim at the heart, and replaces it again over the wounds of the poniard! To finish

the picture, he explores the wrist for the pulse! He feels for it, and ascertains that it beats no longer! It is accomplished. The deed is done. He retreats, retraces his steps to the window, passes out through it as he came in, and escapes. He has done the murder. No eye has seen him, no ear has heard him. The secret is his own, and it is safe!

Ah! gentlemen, that was a dreadful mistake. Such a secret can be safe nowhere. The whole creation of God has neither nook nor corner where the guilty can bestow it, and say it is safe. Not to speak of that eye which pierces through all disguises, and beholds everything as in the splendor of noon, such secrets of guilt are never safe from detection, even by men. True it is, generally speaking, that "murder will out." True it is, that Providence hath so ordained, and doth so govern things, that those who break the great law of Heaven by shedding man's blood seldom succeed in avoiding discovery. Especially, in a case exciting so much attention as this, discovery must come, and will come, sooner or later. A thousand eyes turn at once to explore every man, every thing, every circumstance, connected with the time and place; a thousand ears catch every whisper; a thousand excited minds intensely dwell on the scene, shedding all their light, and ready to kindle the slightest circumstance into a blaze of discovery. Meantime the guilty soul cannot keep its own secret. It is false to itself; or rather it feels an irresistible impulse of conscience to be true to itself. It labors under its guilty possession, and knows not what to do with it.

The human heart was not made for the residence of such an inhabitant. It finds itself preyed on by a torment, which it dares not acknowledge to God or man. A vulture is devouring it, and it can ask no sympathy or assistance, either from heaven or earth. The secret which the murderer possesses soon comes to possess him; and, like the evil spirits of which we read, it overcomes him and leads him whithersoever he will. He feels it beating at his heart, rising to his throat, and demanding disclosure. He thinks the whole world sees it in his face, reads it in his eyes, and almost hears its workings in the very silence of his thoughts. It has become his master. It betrays his discretion, it breaks down his courage, it conquers his prudence. When suspicions from without begin to embarrass him, and the net of circumstance to entangle him, the fatal secret struggles with still greater violence to burst forth. It must be confessed, it will be confessed; there is no refuge from confession but suicide, and suicide is confession.

IS THERE IRON IN YOUR BLOOD?

Some of the best people we ever knew—good companions, splendid friends, and extremely agreeable,—have never accomplished anything worthy of their ability, simply because they had no stamina. They were tame, commonplace; they lacked the fire, the force, the originality and the push that accomplish things.

People whose blood is full of positive force are the leaders, the aggressive men who get to the front. They do

not lag and loiter behind, waiting to be attacked. They take the initiative; they push ahead, regardless of obstacles.

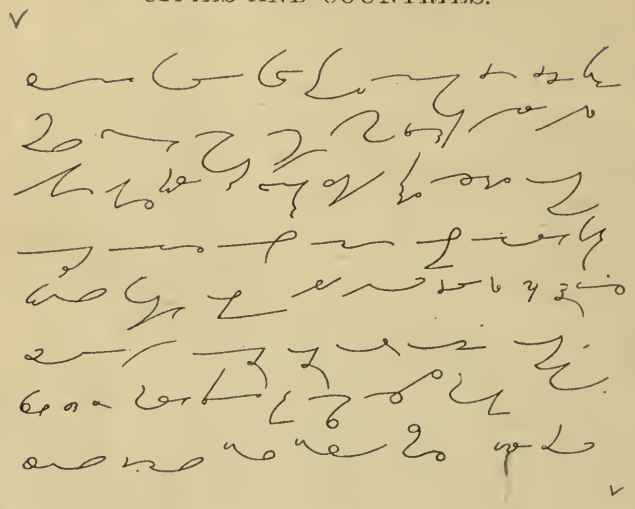
One of the first things to do, in starting out for success, is to show the world that you are not made of putty, or straw, but that you have some stability in you. You should make a reputation as early as possible for *doing things.* Let your friends know that whatever you put your hands to will be accomplished, no matter what may stand in the way.

The moment you establish the reputation of a man of *stamina,* of firm, prompt decision,—of one who does not waver, vacillate or wabble,—the world will make way for you. But the moment you show a disposition to be easy, to allow yourself to be pushed to one side, and people see that there is no iron in you, but that you are made of soft metal, they will trample on you, and crowd you to the wall.

It is the determined man, the one whose decision is prompt and final, who is resolute and aggressive, that not only succeeds, but also wins the respect and confidence of the community in which he lives. People believe in him, because he is a man of force. They know that he will not dilly-dally or turn his back upon the enemy, but that he can be depended upon to stand firm and push toward his goal.

There is no quality which gains more admiration and respect than that which enables a man to form a definite purpose, and then to concentrate all his energy in executing it.

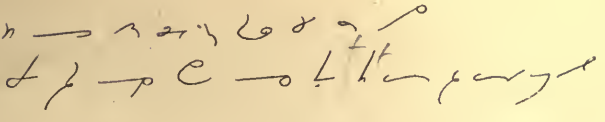
CITIES AND COUNTRIES.



KEY.

Alleghany, Baltimore, Brooklyn, Buffalo, Cambridge, Chicago, Cincinnati, Boston, Cleveland, Columbus, Council Bluffs, Covington, Denver, Syracuse, Des Moines, Detroit, Dubuque, Topeka, Fort Wayne, Grand Rapids, Hartford, Jersey City, Kansas City, Louisville, Memphis, Milwaukee, Minneapolis, Newark, New Haven, New Orleans, Pittsburg, Portland, Providence, Richmond, Terre Haute, Toledo, Trenton, Troy, Washington, Worcester, Omaha, Wilmington, Manchester, Rochester, Lincoln, London, Liverpool, Paris, United States, England, France, Germany, Spain, Cuba, Canada, Philippine, Ireland, Scotland, Austria, Australia, Africa, Hawaii, Philadelphia.

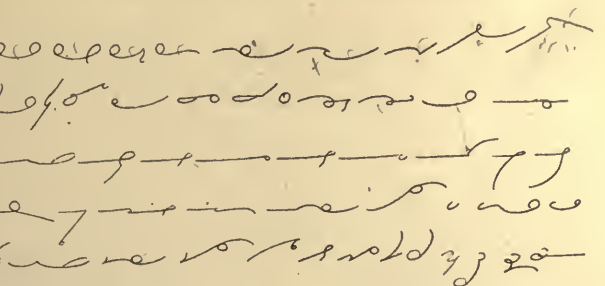
DAY AND MONTHS.



KEY.

Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, yesterday, today, January, February, March, April, May, June, July, August, September, October, November, December.

STATES AND TERRITORIES.



KEY.

Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Idaho, Illinois, Indiana, Indian Territory, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana,

Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming.

ERRATA. Page 55: The last word of the key should be "dents" place of "dense."

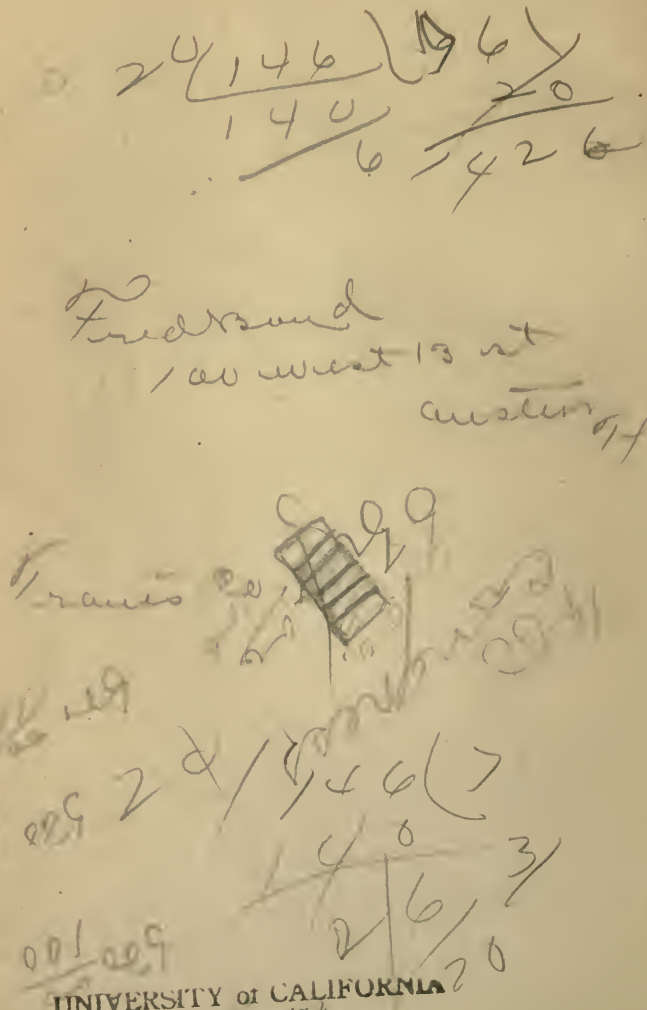
Page 91: "Magnate" should be written with "M" and a disjoined "t."

Page 96—third line of shorthand: The 'p" in the word "paramount" is nearly obscured; and in line 7 the vowel and a part of "f" are obscured in the phrase "if you are."

Page 138: In the key to phrases, "our best attention" should read: "our prompt attention."

The form used for the phrase "and a" on page 13 is preferable to the form used on page 189, line 12.

On page 116, in key to word-signs, the "s" is omitted in the word "citizens."



UNIVERSITY of CALIFORNIA
AT
LOS ANGELES
LIBRARY

UNIVERSITY OF CALIFORNIA LIBRARY
Los Angeles
This book is DUE on the last date stamped below.

JUL 27 1961

Form L9–25*m*-9,'47(A5618)444

Z56 Mosher-
M85s Mosher short-
1903 hand.

JUL 27 1961

UC SOUTHERN REGIONAL LIBRARY FACILITY
A 000 583 811 5

Z56
M85s
1903